

## DATA PROTECTION PRIVACY STATEMENT

The protection of privacy is of high importance to the European Maritime Safety Agency ('EMSA'). EMSA is responsible for the personal data it processes. Therefore, we are committed to respecting and protecting the personal data of every individual and to ensuring efficient exercising of data subject's rights. All the data of personal nature, namely data that can identify an individual directly or indirectly, will be handled fairly and lawfully with the necessary due care.

This processing operation is subject to Regulation (EU) 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. The information in this Privacy Statement is given pursuant to Articles 15 and 16 of Regulation (EU) 2018/1725.

### 1. Nature and the purpose(s) of the processing operation

The purpose(s) of the processing of personal data is:

In line with EMSA's 20<sup>th</sup> anniversary and as part of the celebrations, the agency is hosting a staff event on 16 September, 18:00 PM, at Forte São Julião da Barra, in Oeiras. The aim of this event is to celebrate all the work and goals achieved by the agency over its 20 years of existence as well as paying tribute to all those who celebrate 20 years of European public service.

All EMSA staff, including trainees and interims, were invited to attend this event which will be advertise on social media, intranet, and internet as well as EMSA newsletter. Such advertising includes photographs taken of staff during the course of the event and more specifically, those who will receive a medal as a thank you for their 20 years of European public service.

EMSA will not reuse the personal data for another purpose that is different to the one stated above.

### 2. Categories/types of personal data processed

The categories/types of personal data processed are the following:

- Personal details: Name
- Image: photos of staff - EMSA will advertise this campaign in social media, intranet and internet as well as EMSA newsletter,

### 3. Processing the personal data

The processing of the personal data is carried out under the responsibility of Head of Executive Office, acting as delegated EMSA data controller.

### 4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- Designated colleagues from Communication Unit in charge of EMSA's social media;
- All EMSA staff, as photos will be published in the Intranet and/or EMSA's social media;

Other: Photos will be used to make EMSA social media communication: will be available to the general public.  
The data are not used for any other purposes nor disclosed to any other recipient.

## **5. Protecting and safeguarding personal information**

EMSA implements appropriate technical and organisational measures in order to safeguard and protect data subjects' personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to them.

All personal data related to the EMSA Staff event are stored in secure IT applications according to the security standards of the Agency as well as in specific electronic folders accessible only to the authorised recipients. Appropriate levels of *access are granted* individually only to the above recipients.

## **6. Access, rectification, erasure or restriction of processing of personal data**

Data subjects have the right to access, rectify, erase, and receive their personal data, as well as to restrict and object to the processing of the data, in the cases foreseen by Articles 17 to 24 of Regulation (EU) 2018/1725.

If data subjects would like to exercise any of these rights, they should send a written request explicitly specifying their query to the delegated data controller, The Head of Executive Office, acting as delegated EMSA data controller.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the staff event.

The above requests will be answered without undue delay, and in any event within one month of receipt of the request. However, according to article 14 (3) of Regulation (EU) 2018/1725, that period may be extended by two further months where necessary, taking into account the complexity and number of the requests. EMSA shall inform the data subject of any such extension within one month of receipt of the request, together with the reasons for the delay.

## **7. Legal basis for Data processing**

Processing is based on Article 5(a) Regulation (EU) 2018/1725.

## **8. Storing Personal data**

EMSA does not keep personal data longer than necessary for the purpose(s) for which that personal data is collected.

The data will be only retained for a maximum period of two years. After the retention period on the intranet and social accounts, all photos are moved to specific share drive with restricted access to the Communication team and use only in the context of historical research/in the public interest.

In the event of a formal appeal, all data held at the time of the formal appeal should be retained until the completion of the appeal procedures.

## **9. Data protection points of contact**

Should data subjects have any queries/questions concerning the processing of your personal data, they should address them to the data controller, The Head of Executive Office under the following mailbox: [Executive.Secretariat@emsa.europa.eu](mailto:Executive.Secretariat@emsa.europa.eu) .

Any data subject may also consult EMSA Data Protection Officer at: [DPO@emsa.europa.eu](mailto:DPO@emsa.europa.eu).

**Recourse:**

Complaints, in cases where the conflict is not resolved by the Data Controller and/or the Data Protection Officer, can be addressed at any time to the European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu).