

**NOTIFICATION TO THE DATA PROTECTION OFFICER
(ARTICLE 31 REGULATION 2018/1725)**

NAME OF PROCESSING ACTIVITY¹: Speed Networking Initiative: “Empowered Women Empower Women”
v.2

1) Controller(s)² of data processing operation (Article 31.1(a))

Controller: European Maritime Safety Agency (EMSA)

Organisational unit **responsible**³ for the processing activity: 4.1 Human Resources and Internal Support

Contact person: Cristina Romay Lopez, Head of Unit 4.1 Human Resources and Internal Support: emsa-women-in-transport-platform@emsa.europa.eu

Data Protection Officer (DPO): dpo@emsa.europa.eu

2) Who is actually conducting the processing? (Article 31.1(a))⁴

The data is processed by EMSA itself

The organisational unit conducting the processing activity is: 4.1 Human Resources and Internal Support

The data is processed by a third party (contractor) or the processing operation is conducted together with an external third party

Contact point at external third party (e.g. Privacy/Data Protection Officer):

3) Purpose of the processing (Article 31.1(b))

Why are the personal data being processed? Specify the rationale and underlying reason for the processing

¹ **Personal** data is any information relating to an identified or identifiable natural person, i.e. someone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity. This information may, for example, be the name, date of birth, a telephone number, biometric data, medical data, a picture, professional details, etc.

Processing means any operation or set of operations which is performed on personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

² In case of more than one controller (e.g. joint operations), all controllers need to be listed here

³ This is the unit that decides that the processing takes place and why.

⁴ Is EMSA itself conducting the processing? Or has a provider been contracted?

and describe the individual steps used for the processing.

As part of EMSA's ongoing commitment to fostering diversity and gender balance, EMSA annually organises an internal call for volunteers for the "Empowered Women Empower Women" Speed Networking Initiative, a significant component of the Gender Action Plan 2022-2025 adopted on 26 September 2022.

The "Empowered Women Empower Women" Speed Networking Initiative offers women from the general public who are interested in a job at EMSA or in the maritime sector the opportunity to have an informative and informal talk with female employees about their careers at EMSA. The primary goal is to stimulate interest among women in EMSA and the maritime sector, ultimately boosting the number of female applicants for all EMSA vacancies.

A call for volunteers is organised via a form on emsanet to gather female colleagues interested in dedicating some of their working time to this initiative. Registrations are then opened on the EMSA website for a period of around 3-4 weeks. On a first-come, first-served basis, applicants are offered the opportunity to have this informal talk with one of the female EMSA staff member volunteers. HR will help match the applicant's field of interest with the professional background of the EMSA counterparts. An online meeting will be scheduled by the EMSA volunteer to offer the female applicant this exclusive opportunity to address questions to a female colleague at EMSA. A reserve list will be created and used if applicants from the original list do not attend their networking session.

4) Lawfulness of the processing (Article 5(a)–(d)): Processing necessary for:

Mention the legal basis which justifies the processing

- (a) a task carried out in the public interest or in the exercise of official authority vested in EMSA (including management and functioning of the institution)
- Under 15.2(e) of the EMSA Founding Regulation, Regulation (EC) No 1406/2002, as amended, the Executive Director shall exercise (e) he/she shall exercise, in respect of the staff, the powers laid down in Article 6(2).
- Action Plan for Gender balance at EMSA (ARES(2018) 3633423)
 - EMSA Gender Action Plan: 2022-2025 (ARES(2022) 6622622)
- (b) compliance with a legal obligation to which EMSA is subject
- (c) necessary for the performance of a contract with the data subject or for the preparation of such a contract
- (d) Data subject has given consent (*ex ante*, explicit, informed)

Describe how consent will be collected and where the relevant proof of consent will be stored

Applicants to the "Speed Networking Initiative: "Empowered Women Empower Women" will be informed of their data rights and the way their data will be handled during the process via the related Privacy Statement. In the act of submitting their application, they are acknowledging their consent for the processing of their personal data.

5) Description of the categories of data subjects (Article 31.1(c))	
<i>Whose personal data are being processed?</i>	
EMSA staff	<input checked="" type="checkbox"/>
Data subjects are EMSA female colleagues volunteering for Speed Networking Initiative: "Empowered Women Empower Women"	
Non-EMSA staff (contractors staff, external experts, trainees, applicants)	<input checked="" type="checkbox"/>
Data subjects are the applicants for the Speed Networking Initiative: "Empowered Women Empower Women".	
Visitors to EMSA building	<input type="checkbox"/>
Relatives of the data subject	<input type="checkbox"/>
Other (please specify):	
6) Categories of personal data processed (Article 31.1(c))	
<i>Please tick all that apply and give details where appropriate</i>	
(a) General personal data:	
The personal data contains:	
Personal details (name, address etc)	<input checked="" type="checkbox"/>
Applicants: Name, Surname, E-mail address, mobile number, gender and nationality	
Volunteers: Name, Surname	
Education & Training details	<input checked="" type="checkbox"/>
Applicants: Language, educational background and field of interest	
Employment details	<input checked="" type="checkbox"/>
Volunteers: Department, Unit, E-mail and Field of Expertise	
Financial details	<input type="checkbox"/>
Family, lifestyle and social circumstances	<input type="checkbox"/>

Goods or services provided

Other (please give details):

(b) Sensitive personal data (Article 10)

The personal data reveals:

Racial or ethnic origin

Political opinions

Religious or philosophical beliefs

Trade union membership

Genetic, biometric or data concerning health

Information regarding an individual's sex life or sexual orientation

7) Recipient(s) of the data (Article 31.1 (d))

Recipients are all parties who have access to the personal data

Data subjects themselves

Managers of data subjects

Designated EMSA staff members

- Head of Unit 4.1
- HR Officers
- EMSA Women in Transport Network members

- Female EMSA staff members who volunteer for this initiative
- EMSA Webmaster

The Designated EMSA staff members above have to access and process the data to match the applicant's field of interest with the profile of the EMSA employee to organise the online meeting.

Designated Contractors' staff members

Other (please specify):

8) Transfers to third countries or recipients outside the EEA (Article 31.1 (e))

If the personal data are transferred outside the European Economic Area, this needs to be specifically mentioned, since it increases the risks of the processing operation.

Data are transferred to third country recipients:

Yes

No

If yes, specify to which country:

If yes, specify under which safeguards:

Adequacy Decision of the European Commission

Standard Contractual Clauses

Binding Corporate Rules

Memorandum of Understanding between public authorities

9) Technical and organisational security measures (Article 31.1(g))

Please specify where the data are stored during and after the processing

How is the data stored?

EMSA network shared drive

Outlook Folder(s)

Hardcopy file

Cloud (give details, e.g. public cloud)

Servers of external provider

Other (please specify): ARES, EMSA website and Intranet

10) Retention time (Article 4(e))

How long will the data be retained and what is the justification for the retention period? Keep in mind that there are pre-determined retention periods for most types of files. Those are explained in the Records Management Policy and Procedure of the Agency. You can check EMSA Records Management Policy and Procedure at the Intranet of the Agency.

The personal data of the applicants and volunteers will be kept for 2 years and then eliminated.

