

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

NAME OF PROCESSING ACTIVITY¹: EMSA staff participation in the “Corrida Sempre Mulher – Caminhada 5km”

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: Department 4 – Corporate Services	
Contact person: well@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	<input checked="" type="checkbox"/>
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	
	<input type="checkbox"/>
Contact point at external third party (e.g. Privacy/Data Protection Officer):	

3) Purpose of the processing (Article 31.1(b))
<i>Why are the personal data being processed? Specify the rationale and underlying reason for the processing and describe the individual steps used for the processing.</i>
As part of EMSA's ongoing commitment to fostering diversity and wellbeing, EMSA is encouraging staff to

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?

participate in the event called “Corrida da Mulher – Caminhada 5 km” in Lisbon. This event, taking place at Praça dos Restauradores annually aims to support the Associação Portuguesa de Apoio à Mulher com Cancro da Mama (The privacy statement of the event is found here: [Corrida Sempre Mulher](#)).

Participants will gather at Praça dos Restauradores to start the 5 km walk, which is designed to be a family-friendly activity. The walk is open to everyone, regardless of age or fitness level, making it an inclusive event that encourages community participation. Participants are encouraged to walk at their own pace, enjoying the camaraderie and the opportunity to contribute to a meaningful cause.

EMSA will encourage staff along with their friends and family members to participate by advertising the event internally and providing assistance through a dedicated promoter. This promoter, a volunteer staff member, will collect the necessary personal data to handle the registration process for all EMSA attendees, so the agency attendees can participate as a team.

The steps for processing include advertising the event on EMSAnet and the Staff Newsletter, collecting personal data from attendees via well@emsa.europa.eu, having the promoter handle the registration and fees, and organising the day of the event with the assistance of the well@emsa team.

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)
Diversity & Inclusion Policy: Better Together (ARES (2024)4876984 – 05/07/2024)
- (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)

Applicants to the “EMSA staff participation in the “Corrida Sempre Mulher – Caminhada 5km” is informed of their data rights and the way their data will be handled during the process via this Privacy Statement. In the act of submitting their personal data for the registration, they are acknowledging their consent for the processing of their personal data.

5) Description of the categories of data subjects (Article 31.1(c))

Whose personal data are being processed?

EMSA staff
As participants of the event

- | | |
|--|-------------------------------------|
| Non-EMSA staff (contractors staff, external experts, trainees, applicants)
As participants of the event | <input checked="" type="checkbox"/> |
| Visitors to EMSA building | <input type="checkbox"/> |
| Relatives of the data subject
As participants of the event | <input checked="" type="checkbox"/> |
| Other (please specify): | |

6) Categories of personal data processed (Article 31.1(c))

Please tick all that apply and give details where appropriate

(a) General personal data:

The personal data contains:

- | | |
|--|-------------------------------------|
| Personal details (name, address etc)
Promoter and participants: name, e-mail, cell number, city, nationality, gender, date of birth and age | <input checked="" type="checkbox"/> |
| Education & Training details | <input type="checkbox"/> |
| Employment details
Name of the employer (EMSA) | <input checked="" type="checkbox"/> |
| Financial details | <input type="checkbox"/> |
| Family, lifestyle and social circumstances | <input type="checkbox"/> |
| Goods or services provided | <input type="checkbox"/> |

Other (please give details):

(b) Sensitive personal data (Article 10)

The personal data reveals:

Racial or ethnic origin	<input type="checkbox"/>
Political opinions	<input type="checkbox"/>
Religious or philosophical beliefs	<input type="checkbox"/>
Trade union membership	<input type="checkbox"/>
Genetic, biometric or data concerning health	<input type="checkbox"/>
Information regarding an individual's sex life or sexual orientation	<input type="checkbox"/>
7) Recipient(s) of the data (Article 31.1 (d))	
<i>Recipients are all parties who have access to the personal data</i>	
Data subjects themselves	<input checked="" type="checkbox"/>
Managers of data subjects	<input type="checkbox"/>
Designated EMSA staff members <ul style="list-style-type: none"> • EMSA promoter • Well@emsa.team 	<input checked="" type="checkbox"/>
Designated Contractors' staff members	<input type="checkbox"/>
Other (please specify):	
8) Transfers to third countries or recipients outside the EEA (Article 31.1 (e))	
<i>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.</i>	
Data are transferred to third country recipients:	
Yes	<input type="checkbox"/>

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):

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.

EMSA will delete the personal data as soon as the registration for the event is completed.

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