

## **Data Protection Statement/Privacy Statement on the processing of personal data in the context of the Management of telework surveys for the Evaluation Report of the Working Time and Hybrid Working Decision**

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 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 the Regulation 2018/1725.

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

The purpose of processing your personal data is to manage two staff surveys that will support the report on the evaluation of the Working Time and Hybrid Working Decision. The Human Resources and Support Unit must draft this report, which will assess the impact of teleworking 18 months after its implementation on EMSA.

To achieve this, the 4.1 Unit has created two anonymous surveys via [EU Survey](#):

- A general survey for all staff members (including officials, temporary agents, contract agents, and seconded national experts), which are invited to complete in their capacity as a staff member.
- A dedicated survey for managers, focusing on your personal experience with teleworking in a managerial role.

The processing of personal data is limited to name, surname and e-mail address to send out individual invitations to participate in each staff survey. To facilitate this, the creator of the survey in the EU Survey platform will encode the names and surnames associated with the email addresses of the participants. This encoding is necessary to generate personalised invitations, the surveys themselves are anonymous.

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

The processing is not intended to be used for any automated decision making, including profiling.

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

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

#### **General personal data:**

- Personal details: Name and Surname
- Employment details: professional email address

### **3. Processing the personal data**

The processing of the personal data is carried out under the responsibility of the Head of Unit 4.1 Human Resources and Internal Support, acting as delegated EMSA data controller.

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

The personal data is disclosed to the following recipients:

- The Data subject themselves: Officials, Temporary Agents, Contract Agents, SNEs
- Designated EMSA staff members: Creator of the survey in the Unit 4.1

The information in question will not be communicated to third parties, except where necessary for the purpose outlined above. Personal data are not intended to be transferred to third countries.

### **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.

### **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 the Regulation 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, Head of Unit Unit 4.1, Human Resources and Internal Support.

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 the Regulation 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 of the personal data is based on Article 5 (a) of the Regulation 2018/1725 in accordance to the Article 16(2) of the [Working Time and Hybrid Working Decision](#)

### **8. Storing Personal data**

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

Personal data will be deleted from the EU Survey when EMSA closes the survey for participation.

## 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, Head of Unit 4.1, Human Resources and Internal Support under the following mailbox: [HR.Info@emsa.europa.eu](mailto:HR.Info@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).

