

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

NAME OF PROCESSING ACTIVITY¹:

Management of the RBAT awareness sessions

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: Unit 2.1 Safety and Security Contact: DPO-Queries-Dept3@emsa.europa.eu Data Protection Officer (DPO): Radostina Nedeva-Maegerlein: 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: Unit 2.1 Safety and Security
The data is processed by a third party (contractor) or the processing operation is conducted together with an external third party DNV Portugal, Sociedade Unipessoal, LDA 43, 1, Av. Infante Santo, 1350-177 Lisbon <input checked="" type="checkbox"/> Contact point at external third party (e.g. Privacy/Data Protection Officer): Åsa Snilstveit Hoem Asa.Snilstveit.Hoem@dnv.com

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?

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 and describe the individual steps used for the processing.

The purpose of this processing activity is to manage awareness sessions about RBAT (Risk Based Assessment Tool). For this reason, EMSA must share the contact details of the participants with DNV AS, in order to provide access to the RBAT software tool and to the relevant material related to the awareness sessions.

The data collected by EMSA concerns the names, emails, and workplaces of participants from EU/EFTA countries who will be invited to attend the RBAT awareness session organised by EMSA and delivered by the contractor, DNV AS. The names, emails, and the names of the respective Administrations will need to be provided to DNV AS to grant participants access to the RBAT software tool hosted by DNV and the necessary materials required for the 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)
(Examples of legal basis: e.g. Article 2 'Core tasks of the Agency', par.4 b) EMSA founding regulation)
- (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

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

Whose personal data are being processed?

EMSA staff

Non-EMSA staff (contractors staff, external experts, trainees)

Participants of the awareness sessions are experts from EU and EFTA countries

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) Name and Surname,	<input checked="" type="checkbox"/>
Education & Training details	<input type="checkbox"/>
Employment details Name of the employer, work e-mail address	<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

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

Team in the 2.1 unit organising the awareness sessions

Designated Contractors' staff members

The team in DNV, organising the access to the RBAT tool.

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	<input checked="" type="checkbox"/>
If yes, specify to which country:	
If yes, specify under which safeguards:	
Adequacy Decision of the European Commission	<input type="checkbox"/>
Standard Contractual Clauses	<input type="checkbox"/>
Binding Corporate Rules	<input type="checkbox"/>
Memorandum of Understanding between public authorities	<input type="checkbox"/>

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	<input checked="" type="checkbox"/>
Outlook Folder(s)	<input checked="" type="checkbox"/>
Hardcopy file	<input type="checkbox"/>
Cloud (give details, e.g. public cloud)	<input type="checkbox"/>
Servers of external provider	<input checked="" type="checkbox"/>
Cloud Server DNV, Oracle – Apex database	
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.

The data will be deleted by EMSA after 90 days a user is disabled.

