

## **Data Protection Statement/Privacy Statement on the processing of personal data in the procedure/context of Adhering to the Secure European Centralized Address Books & Certificates (SECABC)**

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(s) of the processing of personal data is/are:

EMSA is participating voluntarily to the SECABC service. The SECABC platform provides the means to exchange securely between partner EUIBAs Microsoft Exchange Address Book information, S/MIME certificates for secure email exchanges and information for M365 tenants.

DIGIT uses the information exchanged through SECABC as a trustworthy datasource for the creation of user accounts in the EU COM's Microsoft 365 tenant.

Participation of EMSA is needed to make continued use of the EU COM's intranet (MyIntracomm) and to enable EMSA staff to access the published guidelines about legal, procurement and HR related matters thereon.

The processing of the data is co-controlled with DIGIT B3 in the scope of collecting and merging the data and making available of a contact list and their linked S/MIME certificates for EUIBAs who participate in the platform.

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, e-mail address, professional phone number, office location

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

EMSA and the European Commission-DG DIGIT and the participating EUIBAs, are joint controllers for this processing activity ('joint controllers').

At EMSA, the processing of the personal data is carried out under the responsibility of the Head of Unit 3.3 - Horizontal Digital Services, acting as delegated EMSA data controller.

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

The personal data is disclosed to the following recipients:

Data subject themselves, designated EMSA staff members in charge of the platform and potentially all EUIBAs that participate in the SECABC service -and- subscribe to receive contact details from other EUIBA through the SECABC service have access to the personal data provided by EMSA to the SECABC platform.

The information concerning the Secure European Centralized Address Books & Certificates (SECABC) will only be shared with people necessary for the implementation of such measures on a need to know basis. The data are not used for any other purposes nor disclosed to any other recipient.

The information in question will not be communicated to third parties, except where necessary for the purpose(s) 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.

All personal data related to Secure European Centralized Address Books & Certificates (SECABC) are stored in secure IT applications according to the security standards of the Agency. 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 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 3.3 - Horizontal Digital Services.

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 is based on Article 5 (a) of the Regulation 2018/1725.

## **8. Storing Personal data**

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

The personal data of EMSA staff members are kept in the in the SECABC platform, for the duration of the staff member's contract with EMSA. Once a staff member leaves, the information is removed from the SECABC platform after a period of three months.

## **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 3.3 - Horizontal Digital Services under the following mailbox: [dpo-queries-dept3@emsa.europa.eu](mailto:dpo-queries-dept3@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).