

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

NAME OF PROCESSING ACTIVITY:

Organisation of EMSA Photo Competition

1) Controller(s) ¹ of data processing operation (Article 31.1(a))
<p>Controller: European Maritime Safety Agency (EMSA)</p> <p>Organisational unit responsible for the processing activity: Department 4 Corporate Services</p> <p>Contact person: Dominika Łempicka-Fichter – Head of Department 4 Corporate Services</p> <p>Data Protection Officer (DPO): Radostina Nedeva-Maegerlein: dpo@emsa.europa.eu</p>
2) Who is actually conducting the processing? (Article 31.1(a))
<p>The data is processed by EMSA itself <input checked="" type="checkbox"/></p> <p>The organisational unit conducting the processing activity is: Department 4 Corporate Services, Well@EMSA team with cooperation of EO – Communication Unit 0.1</p>
<p>The data is processed by a third party (contractor) or the processing operation is conducted together with an external third-party:</p> <p>Contact point at external third party (e.g. Privacy/Data Protection Officer):</p>
3) Purpose of the processing (Article 31.1(b))
<p><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></p>
<p>The purpose of the processing activity is to increase internal communication and engagement and to showcase the artistic talent of EMSA Staff.</p> <p>For this purpose, EMSA launches a photo competition among staff. Depending on the Executive Director's decision, this activity may be repeated annually.</p> <p>Staff will be notified via the intranet, the staff newsletter, and the screens around EMSA. The competition will be coordinated by D.4, and staff members will be invited to submit their photos to Well@emsa.europa.eu. A page on the intranet will be set up to contain information about the competition—theme and categories, the competition rules statements, and a privacy statement.</p>

¹ In case of more than one controller (e.g. joint operations), all controllers need to be listed here

Staff will have some months to submit photos with accompanying text, which should conform to the technical standards set out in the competition's rules. Once all images have been submitted, they will be grouped by category (according to the participant's choice) and subject to Staff votes through a survey. The survey and voting deadline will be announced on the intranet.

Prizes will be given to the most voted photographers in each category, and every entrant will receive a digital certificate with the Executive Director's signature.

The winning photos are proposed to be printed, framed, and hung on EMSA's walls. Each photo will be hung beside a small plaque or print with the photographer's name and title.

Photos can also be included in future EMSA reports, brochures, and other communication channels.

The personal data processed include data from EMSA staff, the participants of the competition: name, surname and e-mail address. The participant warrants that they have obtained permission (evidenced by a Consent form) from those individuals pictured in the photograph, if they are identifiable, for the usage rights required by the competition. A generic consent form for this purpose is made available to EMSA staff who takes part in the competition.

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) ☒

Article 15.2(e) of the EMSA Founding Regulation, Regulation (EC) No 1406/2002, as amended
[EMSA HR Strategy](#) ([Ares\(2023\)2355506](#))

- (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) ☒

People pictured in the photographs if they are identifiable, should express their consent that the photos are published internally (intranet) and externally (EMSA's social media channels). A generic consent form for this purpose is made available to EMSA staff who takes part in the competition.

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

Whose personal data are being processed?

EMSA staff	<input checked="" type="checkbox"/>
Officials, TAs, CAs, SNEs	
Non-EMSA staff (contractors staff, external experts, trainees)	<input checked="" type="checkbox"/>
interims, trainees and ICT helpdesk service providers	

Visitors to EMSA building	<input type="checkbox"/>
Relatives of the data subject	<input type="checkbox"/>
Other (please specify):	<input checked="" type="checkbox"/>
People pictured in the photographs if they are identifiable.	

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	<input checked="" type="checkbox"/>
Name, Surname	
Education & Training details	<input type="checkbox"/>
Employment details	<input checked="" type="checkbox"/>
e-mail address	
Financial details	<input type="checkbox"/>
Family, lifestyle and social circumstances	<input type="checkbox"/>
Goods or services provided	<input type="checkbox"/>
Other (please give details): image of any identifiable person	<input checked="" type="checkbox"/>
(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	<input checked="" type="checkbox"/>
Communications and Well Being Teams of EMSA.	
Designated Contractors' staff members	<input type="checkbox"/>
Other (please specify): Images may be used for EMSA social media communication so it may will be available to the general public.	
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	<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)) <i>Please specify where the data are stored during and after the processing</i>	
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"/>

Other (please specify): Intranet, ARES (for the consent forms)

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.

Category EMSA.6.2 of the EMSA retention list sets that the administrative retention period for files related to actions based on a communication plan to promote EMSA policies and activities among internal or external groups is 2 years. After that period, the files are transferred to the EMSA historical archives.

With regard to the publication on social media, the relevant Data Protection policies of the channels will apply.