

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

NAME OF PROCESSING ACTIVITY: EMSA Staff Event

1) Controller(s)¹ of data processing operation (Article 31.1(a))
<p>Controller: European Maritime Safety Agency (EMSA)</p> <p>Organisational unit responsible² for the processing activity: EO</p> <p>Contact person: Ruth McDonald</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))³
<p>The data is processed by EMSA itself <input checked="" type="checkbox"/></p> <p>The organisational unit conducting the processing activity is: EO</p> <hr/> <p>The data is processed by a third party (contractor) or the processing operation is conducted together with an external third party <input type="checkbox"/></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>In line with EMSA's 20th anniversary and as part of the celebrations, the agency is hosting a staff event on 16 September, 18:00 PM, at Forte São Julião da Barra, in Oeiras. The aim of this event is to celebrate all the work and goals achieved by the agency over its 20 years of existence as well as paying tribute to all those who celebrate 20 years of European public service.</p> <p>All EMSA staff, including trainees and interims, were invited to attend this event which will be advertise on social media, intranet, and internet as well as EMSA newsletter. Such advertising includes photographs taken</p>

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

² This is the unit that decides that the processing takes place and why.

³ Is EMSA itself conducting the processing? Or has a provider been contracted?

of staff during the course of the event and more specifically, those who will receive a medal as a 'thank you gift' for their 20 years of European public service.

Processing for further purposes:

- Archiving in the public interest
- Scientific and historical research purposes

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) ☒
- (b) (Legal basis: Article 4(2) 'Transparency and protection of information', EMSA founding regulation) 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, interims) ☒
- Visitors to EMSA building ☐
- Relatives of the data subject ☐
- 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 only ☒
- Education & Training details ☐
- Employment details ☐
- Financial details ☐
- Family, lifestyle and social circumstances ☐
- Goods or services provided ☐

Other (please give details): Image: photos of staff - EMSA will advertise this event in social media, intranet and internet as well as in EMSA newsletter

(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))

Recipients are all parties who have access to the personal data

- | | |
|---|-------------------------------------|
| Data subjects themselves | <input checked="" type="checkbox"/> |
| Managers of data subjects | <input type="checkbox"/> |
| Designated EMSA staff members | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none">• Designated colleagues from Communication Unit in charge of EMSA's social media;• All EMSA staff, as photos will be published in the Intranet and/or EMSA's social media; | |
| Designated Contractors' staff members | <input type="checkbox"/> |
| Other (please specify): Photos will be used to make EMSA social media communication: will be available to the general public. | <input checked="" type="checkbox"/> |

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 | <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>	
<p>How is the data stored?</p> <p>EMSA network shared drive (All photos) <input checked="" type="checkbox"/></p> <p>Outlook Folder(s) <input type="checkbox"/></p> <p>Hardcopy file <input type="checkbox"/></p> <p>Cloud (give details, e.g. public cloud) <input type="checkbox"/></p> <p>Servers of external provider <input type="checkbox"/></p> <p>Other (please specify): Out of the photos, only a selection is made available to all staff via intranet and to the general public via EMSA social media accounts <input checked="" type="checkbox"/></p>	
10) Retention time (Article 4(e)) <i>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.</i>	
<p>In accordance with EMSA's Records Management Policy and Procedure of the Agency, the retention time for this type of files is two years (EMSA.6.4.1). After the retention period on the intranet and social accounts, all photos are moved to specific share drive with restricted access to the Communication team and use only in the context of historical research/in the public interest.</p>	