

## **Privacy Statement on the processing of personal data in the context of the Management of the RBAT awareness sessions**

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:

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.

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:

General personal data: Name and Surname

Employment details: Name of the employer and work e-mail address

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

The processing of the personal data is carried out under the responsibility of the Head of Unit 2.1 Safety and Security, acting as delegated EMSA data controller.

Personal data are processed by designated staff in the 2.1 Safety and Security and EMSA's contractor - DNV Portugal.

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

The personal data is disclosed to the following recipients:

Data subjects themselves: participants in the awareness sessions (experts from EU and EFTA countries)

Designated Team in the 2.1 unit organising the awareness sessions and Contractors' staff members in charge of organising the access to the RBAT tool.

The information concerning the Management of the RBAT awareness sessions 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 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 2.1 Safety and Security.

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(s) 5a of the Regulation 2018/1725.

## **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 after 90 days a user is disabled in the tool.

## **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 2.1 Safety and Security 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).