

Privacy Statement on the processing of personal data in the context of the Establishment of Database of experts designated by EU Member States' authorities carrying out coast guard functions to take part in the drafting of the Handbook on European cooperation on coast guard functions

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 Regulation number 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 number 2018/1725.

1. Nature and the purpose(s) of the processing operation¹

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

Art 2b, para 3 of EMSA's Founding Regulation foresees that "The Commission shall, in close cooperation with the Member States, the Agency, the European Border and Coast Guard Agency and the European Fisheries Control Agency, make available a practical handbook on European cooperation on coast guard functions." Further to that EMSA requested its Administrative Board members to designate representatives that will take part in the drafting of Handbook on European cooperation on coast guard functions.

A database with the contact details of the representatives designated by the members of the governing boards of the 3 agencies was subsequently established in order to facilitate the drafting process and the contact between the members.

2. Categories/types of personal data processed

The categories/types of personal data processed are the following: Name, position, employment details, contact details of the Experts.

3. Processing the personal data

The processing of the personal data is carried out under the responsibility of EFCA, FRONTEX and the Head of the Executive office, acting as delegated **EMSA data controller**.

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

¹ Please, provide a brief description of the processing operation and clearly define the purpose(s).

The information concerning personal details of participants and speakers, 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 participants and speakers are stored in secure IT applications according to the security standards of the Agency as well as in specific electronic folders accessible only to the authorised recipients. Appropriate levels of *access are granted* individually only to the above recipients.

The e-records are held securely so as to safeguard the confidentiality and privacy of the data therein.

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 number 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 at EMSA: The Head of the Executive Office.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the of Database of experts designated by EU Member States' authorities carrying out coast guard functions to take part in the drafting of the Handbook on European cooperation on coast guard functions

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

The personal data are collected and processed in accordance with EMSA Founding Regulation (EC) 1406/2002, as amended, Article 2b - "European Cooperation on Coast Guard functions" - that "the Agency shall, in cooperation with the European Border and Coast Guard Agency and the European Fisheries Control Agency, each within their mandate, support national authorities carrying out coastguard functions at national and Union level, and where appropriate, at international level, by inter alia building capacity by elaborating guidelines and recommendations, and by establishing best practices as well as by providing training and exchange of staff".

8. Storing Personal data

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

The data will be only retained for a maximum period of in accordance with EMSA Records Management Policy and Procedure as follows:

Maximum duration of the retention time: 5 years.

It is estimated that the drafting group will finalise its work by early 2021 with a view to its adoption by the Commission by mid-2021. Nevertheless, the Handbook is envisaged as a living document that will be continuously updated by the Agencies (EMSA, EFCA and Frontex) and by the national authorities. Therefore, the database with the contact details of the MS designated experts will be maintained for the maximum retention period determined in the EMSA Records Management Policy and Procedure.

In the event of a formal appeal, all data held at the time of the formal appeal should be retained until the completion of the appeal procedures.

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 the Executive Office under the following mailbox: Executive.Secretariat@emsa.europa.eu.

Any data subject may also consult EMSA Data Protection Officer at: 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.