

## TEMPLATE FOR RECORDING OF PROCESSING ACTIVITY

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

NAME OF PROCESSING ACTIVITY<sup>1</sup>:

Launching of a Questionnaire and Creation of a Contact list for the establishment of a Correspondence Group under the EU Seafarers' Certification Platform project for ENP and Enlargement countries

1) Controller(s) <sup>2</sup> of data processing operation (Article 31.1(a))	
Controller: European Maritime Safety Agency (EMSA)	
Organisational unit <b>responsible</b> <sup>3</sup> for the processing activity: Unit 1.3	
Contact Person: Giuseppe Russo	
Data Protection Officer (DPO): Radostina Nedeva-Maegerlein: <a href="mailto:dpo@emsa.europa.eu">dpo@emsa.europa.eu</a>	
2) Who is actually conducting the processing? (Article 31.1(a)) <sup>4</sup>	
The data is processed by EMSA itself	<input checked="" type="checkbox"/>
The organisational unit conducting the processing activity is: Unit 1.3	
The data is processed by a third party (contractor) or the processing operation is conducted together with an external third party	
	<input checked="" type="checkbox"/> NO
Contact point at external third party (e.g. Privacy/Data Protection Officer):	

<sup>1</sup> **Personal** data is any information relating to an identified or identifiable natural person, i.e. someone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity. This information may, for example, be the name, date of birth, a telephone number, biometric data, medical data, a picture, professional details, etc.

**Processing** means any operation or set of operations which is performed on personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

<sup>2</sup> In case of more than one controller (e.g. joint operations), all controllers need to be listed here

<sup>3</sup> This is the unit that decides that the processing takes place and why.

<sup>4</sup> Is EMSA itself conducting the processing? Or has a provider been contracted?

3) Purpose of the processing (Article 31.1(b))

*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.*

The personal data (names and email addresses only) of ENP and Enlargement countries focal points is requested in a questionnaire distributed to the ENP and Enlargement countries.

The questionnaire will allow to initiate the gathering of information and to identify which ENP and Enlargement countries will participate in a pilot project as well as to assign experts. One of the questions in the questionnaire requires it. Once the experts are identified (name and email addresses), a correspondence group with their participation will be initiated.

The correspondence group is the first step of a pilot project. The pilot project is intended to map the needs of the Member States and identify the different national systems in use regarding e-certification of seafarers. The pilot project will ultimately result in the initiation of a process that should be completed with the establishment of an EU Seafarers' Certification Platform available also to ENP and Enlargement countries.

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) 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 ☐

**Important Note**

Consent may not be the most appropriate legal basis, in particular in the employment context. However, if you wish to use consent as legal basis, ensure that it complies with the following: it must be freely given, specific, informed and unambiguous consent. Contact the DPO if you need further clarifications.

- (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  | <input type="checkbox"/>            |
| Non-EMSA staff (experts from ENP and Enlargement countries) | <input checked="" type="checkbox"/> |
| Visitors to EMSA building                                   | <input type="checkbox"/>            |
| Relatives of the data subject                               | <input type="checkbox"/>            |
| 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, and email addresses only) | <input checked="" type="checkbox"/> |
| Education & Training details                      | <input type="checkbox"/>            |
| Employment details                                | <input type="checkbox"/>            |
| Financial details                                 | <input type="checkbox"/>            |
| Family, lifestyle and social circumstances        | <input type="checkbox"/>            |
| Goods or services provided                        | <input type="checkbox"/>            |

Other (please give details):

(b) **Sensitive personal data** (Article 10)

The personal data reveals:

- |                         |                          |
|-------------------------|--------------------------|
| Racial or ethnic origin | <input type="checkbox"/> |
|-------------------------|--------------------------|

- Political opinions ☐
- Religious or philosophical beliefs ☐
- Trade union membership ☐
- Genetic, biometric or data concerning health ☐
- Information regarding an individual's sex life or sexual orientation ☐

**Important Note**

If you have ticked any of the sensitive data boxes, please contact the DPO before processing the data further.

7) Recipient(s) of the data (Article 31.1 (d))

*Recipients are all parties who have access to the personal data*

- Data subjects themselves ☐
- Managers of data subjects ☐
- Designated EMSA staff members ☒
- Designated Contractors' staff members ☐
- Other (please specify):

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 ☒

No ☐

**If yes, specify to which country:** Enlargement countries: currently Albania, Bosnia-Herzegovina, the Republic of North Macedonia, Montenegro, Serbia, and Turkey); the ENP partner countries: (Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine and Tunisia in the Mediterranean region and Azerbaijan, Georgia, Islamic Republic of Iran, Kazakhstan, Moldova, Turkey, Turkmenistan and Ukraine in the Black and Caspian Sea regions.)

**If yes, specify under which safeguards:**

Adequacy Decision of the European Commission ☐

Standard Contractual Clauses ☐

Binding Corporate Rules ☐

Memorandum of Understanding between public authorities ☒

**Important Note**

If no safeguards are applicable, please contact the DPO before processing the data further.

9) Technical and organisational security measures (Article 31.1(g))

*Please specify where the data are stored during and after the processing*

How is the data stored?

EMSA network shared drive ☒

Outlook Folder(s) ☐

Hardcopy file

☐

Cloud (give details, e.g. public cloud)

☐

Servers of external provider

☐

Other (please specify): EU Survey website accessible only via EU login to authorised EMSA staff

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.*

Personal Data is to be retained for a period of 36 months or until the pilot is finalised, whichever is first.

**Thank you for completing the form.  
Now please send it to the DPO using the ARES workflow**