

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

NAME OF PROCESSING ACTIVITY¹: [Granting rights for accessing e-Submission](#)

1) Controller(s) ² of data processing operation (Article 31.1(a))	
Controller: European Maritime Safety Agency (EMSA)	
Organisational unit responsible ³ for the processing activity: A.2.1, Legal, Financial & Facilities Support	
Contact person: Dominika Lempicka Fichter, Dominika.Lempicka-Fichter@emsa.europa.eu	
Data Protection Officer (DPO): Radostina Nedeva-Maegerlein: dpo@emsa.europa.eu	
2) Who is actually conducting the processing? (Article 31.1(a)) ⁴	
The data is processed by EMSA itself	<input type="checkbox"/>
The organisational unit conducting the processing activity is:	
<hr/>	
The data is processed by a third party (contractor) or the processing operation is conducted together with an external third party: DIGIT	<input checked="" type="checkbox"/>
Contact point at external third party (e.g. Privacy/Data Protection Officer): DIGIT-COMREF@ec.europa.eu	

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

¹ **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.

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

³ This is the unit that decides that the processing takes place and why.

⁴ Is EMSA itself conducting the processing? Or has a provider been contracted?

For the next e-Submission release, DIGIT support team will be granting access rights to Opening Committee and Evaluation Committee members using the Secunda+ system.

Secunda+ is an authorisation decision system for internal EU users based on a business agnostic policy definition model. Therefore, if a user would like to access an IT application (integrated with SECUNDA+) to execute a certain task, first he/she will be authenticated by EU login (ECAS) and after (in case of positive authentication) SECUNDA+ checks if the user has the required access rights to execute that task.

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
DIGIT's E-Submission platform, used by EMSA, is implementing the legal obligations in Articles 147-149 of the Financial Regulation guaranteeing integrity and confidentiality of tenderers' data.
- (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

The Appointment of Opening Committee Decision will contain this disclaimer to appointed staff.

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)

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))	
<i>Please tick all that apply and give details where appropriate</i>	
(a) General personal data:	
The personal data contains:	
Personal details (name, address etc)	<input checked="" type="checkbox"/>
Education & Training details	<input type="checkbox"/>
Employment details	<input checked="" 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):	
<i>The user account information of internal EU users used by Secunda+ for managing access rights is:</i>	
<ul style="list-style-type: none"> • <i>General user account information like User ID, Name, Email, ...</i> • <i>User affectation information i.e. its position at the institution's organigram</i> • <i>Job related information like User function (e.g. Head of Unit), etc.</i> 	
<i>Secunda+ also uses the organigram structure of Institutions (for i.e., Directorates, Units, Sections, ...).</i>	
(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
- 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:

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):

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 [here](#).

DIGIT will only access ECAS data at the time when access rights for e-Submission will be granted and will not store that data.

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