

## **Privacy Statement on the processing of personal data in the context of the Transitional Phase of CISE**

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 (EU) 2018/1725 of the European and of the Council of 23 October 2018 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 purposes of the processing of personal data are:

A Grant Agreement with an initial duration of two years was signed on 16 April 2019 between EMSA and the European Commission's DG MARE, to give EMSA the responsibility to set up and coordinate the Transitional Phase of a Common Information Sharing Environment (CISE), ensuring a coherent evolution of the CISE network and to achieve an operational CISE.

A CISE Stakeholders Group was entrusted with the refinement and execution of the activities of the project. EMSA was tasked to, amongst other things, provide the secretariat for and coordination of the CISE Stakeholders Group, one of the specific activities being to establish a collaborative platform for exchanging documents and information. Within this context, EMSA has set up a shared working space for the CISE Stakeholder Group in Microsoft Teams.

Personal data of the members of the CISE Stakeholder Group and subgroups is processed with the sole purpose of enabling their access to and use of Microsoft Teams, in order to fulfil the Governance responsibilities of EMSA and the CISE Stakeholder Group, and to perform the Activities of the Transitional Phase of CISE. As one example, some personal data (name, e-mail address and photo related to an e-mail account) is collected automatically during the signing in to Microsoft Teams. Another example is that lists of members to the CISE Stakeholder Group and subgroups, containing personal data mentioned under section 2 below, will be available in Microsoft Teams. Personal data is collected via the shared collaboration platform in Microsoft Teams and via e-mail.

EMSA will not reuse the personal data for another purpose that is different to the one stated above.

The processing is not intended to be used for any automated decision making, including profiling.

### **2. Categories/types of personal data processed**

The categories/types of personal data processed are the following: name, surname, title, e-mail address, phone, country, organisation, address, postcode, town, country, photo.

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

The processing of the personal data is carried out under the responsibility of the Head of Department C, acting as delegated EMSA data controller.

Personal data is processed by EMSA designated staff and contractors (occasionally).

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

The information concerning the Transitional Phase of CISE will only be shared based on the need to know principle and as long as it is necessary for the implementation of the project, i.e. Members of the CISE Stakeholder Group or subgroups having access to the shared collaboration platform in Microsoft Teams, as well as contractors agreed by the CISE Stakeholder Group to be members of a group (occasionally).

The data is 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 is 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 the Transitional Phase of CISE is stored in secure IT applications according to the security standards of the Agency as well as in specific electronic shared workspace (Microsoft Teams) and accessible only to the authorised recipients. Appropriate levels of access are granted individually only to the above recipients.

Paper documents are kept in safe cupboards in the offices of the responsible Officer and the key for each cupboard is held individually by each responsible Officer.

### **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, Head of Department C.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the completion of the Transitional phase of CISE.

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 5 (a) of the Regulation number 2018/1725, namely “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the union institution or body (i.e. EMSA).

The task attributed to EMSA is stated in Article 2(2)(d) of Regulation (EC) No 1406/2002 establishing a European Maritime Safety Agency, “The Agency shall support the Commission in the performance of any other task assigned to the Commission in legislative acts of the Union regarding the objectives of the Agency”, further defined in the following documents.

- the Grant Agreement for “Setting up and enabling the transition phase to CISE Operations” (agreement number S12.801889)
- the “CISE Transitional Phase: Governance Structure” document agreed by The Member States Experts Sub-Group on the Integration of Maritime Security and Surveillance (MSeG)
- the “CISE Transitional Phase: Activities” document agreed by MSeG

## 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 seven years after the closure of the financial year or after the ending date of a Grant Agreement in accordance with 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 Department C under the following mailbox: [cise@emsa.europa.eu](mailto:cise@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).