

Data Protection Statement/Privacy Statement on the processing of personal data in the context of the Trainee Induction Programme

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 of processing the personal data is to organise and facilitate visits as part of EMSA's Trainees Induction Programme. Within this programme, trainees participate in onboarding meetings with all EMSA units, as well as in internal and external visits.

- Internal visits may include EMSA's MSS or the eLab.
- External visits, organised annually, include organisations such as STRIKFORNATO (NATO base in Carcavelos), the European Drugs Agency (EUDA), the EU Permanent Representation in Portugal, the oil spill response vessels contracted by EMSA and the Maritime Analysis and Operations Centre Narcotics.

In order to arrange these external visits, EMSA is often required to contact the third-party host to schedule a date. Prior to the visit, these third parties may request specific personal data (such as names, email addresses, or identification details) to enable entry and properly organise the group's arrival.

Therefore, the processing of personal data is strictly necessary to meet the security and organisational requirements of the visited organisations and to ensure the smooth implementation of the Induction Programme.

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:

General personal data:

- Personal details: Name and Surname, Copy of the ID card or Passport (if applicable)
- Employment details: professional email address

3. Processing the personal data

The processing of the personal data is carried out under the responsibility of the Head of Unit 4.1 Human Resources and Internal Support, acting as delegated EMSA data controller.

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- The Data subject themselves: Trainees participating of the induction programme and Designated staff or interim accompanying the trainees to external/internal visits as part of the induction programme
- Designated EMSA staff members: EMSA interim or staff members organising the external and internal visits
- Other: Staff from third parties managing/receiving the trainees visit

The information in question will not be communicated to third parties, except where necessary for the purpose 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.

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 Unit 4.1, Human Resources and Internal Support.

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 of the personal data is based on Article 5 (a) of the Regulation 2018/1725 in accordance to the Article 5(2) of the Decision No. 2024/021 of the Executive Director relating to the Rules Governing the Traineeship Scheme of EMSA [Ares\(2024\)5230100](#)

Storing Personal data

EMSA will retain the personal data only for the time strictly necessary to organise and facilitate the visit. Once the visit has been completed, and no further follow-up actions are required, the personal data will be deleted without undue delay.

With regard to personal data that may be transmitted to third parties, those entities will apply their own retention periods, in accordance with their internal policies and legal obligations.

8. 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 4.1, Human Resources and Internal Support under the following mailbox: traineeship@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.