

## Data Protection Privacy Statement

### on the processing of personal data in the context of EMSA Database of External Experts and Roster of Speakers

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 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 operation

The purpose(s) of the processing of personal data is/are: *The European Maritime Safety Agency (EMSA or "the Contracting Authority") was established under Regulation (EC) No 1406/2002 of the European Parliament and of the Council as amended for the purpose of ensuring a high, uniform and effective level of maritime safety.*

*While implementing its core tasks, the Agency organises, develops or implements numerous activities, that may require specific expertise to complement the one existing inhouse. The specific expertise could be provided by individuals identified through this Call for Expression of Interest (CEI) and included in the EMSA Database of External Experts and will support the implementation of the Agency's activities.*

*In line with the priorities embedded into the latest EMSA 5-years strategy, the Agency aims at attracting speakers and experts that meet specific criteria and establish a Roster of Speakers and a Database of External Experts.*

*Speakers will be:*

- *Invited to support as subject matter experts the learning services offered by EMSA or to deliver specific presentation on their topic(s) of expertise to seminars, workshop, or other events that the Agency may organise;*
- *selected based on pre-defined areas of expertise, which they will chose from when applying;*
- *when applicable, reimbursed for travel, accommodation and a daily subsistence allowance paid based on relevant EMSA Rules on reimbursement of expenses.*

*Experts will be:*

- *required to fulfil Selection Criteria (par.6 below) and shall not be in any Exclusion Criteria situation (par. 5 below), by providing a Declaration on Honour and upon request, if deemed appropriate by EMSA, evidence as relevant;*
- *included into the database of Experts after an evaluation by EMSA;*

- *selected based on pre-defined areas of expertise, which they will choose from when applying;*
- *called to perform activities and/or projects in support of EMSA, covering a wide range of areas related to the activities of the Agency, including development of training material, carrying out studies and capacity building projects, support in drafting national legislation, etc.;*
- *when applicable, travel expenses, accommodation and a daily subsistence allowance will be paid based on “EMSA Rules on reimbursement of expenses to Experts”.*
- *paid a daily fixed rate of EUR 400 per working day.*

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

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

The categories/types of personal data processed are the following: Name, Address, Employment details, Training and Education, Financial details.

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

The processing of the personal data is carried out under the responsibility of the Head of Unit 1.3, acting as delegated EMSA data controller.

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

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

The personal data is disclosed to the following recipients: Data subject themselves, relevant EMSA staff and relevant Contractor's staff.

The personal information processed in relation to the EMSA Database of External Experts and Roster of 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 EMSA Database of External Experts and Roster of 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-mentioned recipients. The EMSA Database of External Experts and Roster of Speakers is password protected for all users.

## **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 Unit 1.3.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the procedures for organisation of training events.

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) and 5 (c) of the Regulation number 2018/1725.

The personal data are collected and processed in accordance with **EMSA 5-year strategy**.

## **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 expiry of that period it will be eliminated.

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 Unit B.3 under the following mailbox: [experts@emsa.europa.eu](mailto:experts@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).