

## **Data Protection Privacy Statement on the processing of personal data in the procedure/context of Filming at EMSA premises, special events and trainings**

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(s) of the processing of personal data is/are:

The purpose of processing the personal data is: the production of information and awareness material related to EMSA.

In order to ensure awareness of EMSA's activities, and to pass information about its tasks, mandate, and role, the communication team of EMSA uses photographic and video material in which natural persons (data subjects) are recognisable. These data subjects can be members of EMSA's own staff or third parties, attending functions or events on EMSA's own premises or outside EMSA.

Photographs and video materials are used for a variety of channels, including (but not limited to) EMSA's website, EMSA's printed publications, EMSA's social media accounts, etc.

The processing steps are as follows:

1. Subjects are informed that recording and/or photography will take place, with potential subsequent publication on EMSA's channels as mentioned above, to enable them to give consent or not as necessary (consent forms are used on a case-by-case basis). See 4(d) below for more on consent.
2. The photographs and/or video material taken are stored in a restricted area of EMSA's server, to which only the communication team and the Head of Unit have access.
3. The photographs and video material are then edited for dissemination. Edited versions are also stored in the same restricted area of EMSA's service to which only the communication team and the Head of Unit have access.

Processing for further purposes:

- Archiving in the public interest
- Scientific and historical research purposes

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:

- Personal details
- Employment Details
- Other: personal image

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

The processing of the personal data is carried out under the responsibility of the Head of the Executive Office (E.1.1 Unit), acting as delegated EMSA data controller.

Personal data are processed by dedicated staff from the communication team.

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

The personal data is disclosed to the following recipients:

- Data subject themselves
- Designated EMSA staff members
- General public ( in case of publications)

The information concerning Filming at EMSA premises, special events and trainings 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 Filming at EMSA premises, special events and trainings 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 recipients.

## **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, the Head of the Executive Office.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the Filming at EMSA premises, special events and trainings procedure.

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 is based on Article 5 (d) of the Regulation 2018/1725.

Consent will be solicited when applicable. The Consent Form attached will be used when photos or footage are used for publications (used on a case-by-case basis). The Consent forms will be scanned and stored in: locked cabinets and in a restricted area of EMSA's server, to which only the communication team and the Head of Unit have access.

## **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 two years in accordance with EMSA's Records Management Policy and Procedure of the Agency. After the retention period on the intranet and social accounts, all photos and videos are moved to specific share drive with restricted access to the Communication team and use only in the context of historical research/in the public interest.

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, the Head of the Executive Office, under the following mailbox: [CommsDP@emsa.europa.eu](mailto:CommsDP@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).