

Data Protection Privacy Statement

on the processing of personal data in the context of the Mentoring Programme at EMSA

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 (EU) No. 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 (EU) No. 2018/1725.

1. Nature and the purpose(s) of the processing operation

The purpose(s) of the processing of personal data is to carry out EMSA's mentoring programme for staff members. The EMSA mentoring programme aims to enhance performance and accelerate development, efficiency and confidence at the start of the career of a newcomer, by helping them become acquainted with their new professional setting or role at EMSA, general EU work area, as well as environmental and practical aspects of settling into Lisbon. It also promotes consistency of working practices and adhesion to EMSA Corporate Culture in a structured way. It is also a development opportunity for the mentor who acquires or improves his/ her mentoring skills.

To this end, HR publishes Administrative Notice to call for applications for mentors, providing an application template. The personal data is generally submitted by the data subjects themselves when staff members send their personal application form electronically to HR.

HR proposes a selection committee, approved via e-signature in ARES by the Executive Director. The nominated selection committee selects mentors based on their application form. The result of the selection procedure, in form of nomination, is sent to the HR Career mailbox and circulated in ARES for the e-signature of the Executive Director, who appoints the mentors. The result of the selection procedure together with the letters of appointment are being stored in ARES.

The selected staff members are being notified by HR of their appointment as mentors via email. The letters of appointment are stored in the e-personal file of each mentor and in the mentoring folder in SharePoint, to which only designated staff of HR have access. The names of the appointed mentors are announced on the HR Intranet.

Upon the arrival of a newcomer, or other interested EMSA staff member who wishes to participate in the Mentoring Programme, a mentor chosen by HR is informed of the newcomer's name, e-mail, grade, department/unit and job title. The mentoring agreement is circulated in Ares for electronic signatures of the mentor and the mentee. It is stored in Ares and in the mentoring folder in SharePoint.

At the end of the mentoring relationship, HR provides mentor and mentee a feedback form. The content of the form is confidential. The form is sent to the HR Career mailbox and is filed by HR in the mentoring folder in SharePoint. HR analyses the feedback in form of anonymised statistics, to review the progress of the programme. These statistics are shared with the Head of Human Resources, Head of Department 4 and the Executive Director.

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:

- Personal details: Name, surname, e-mail.
- Education and Training Details: CV

Employment details: Start date of contract, Department/Unit/Sector, category, grade, job title, and contract type

- Other: Portrait and group photos of mentors available on the Mentoring page on the intranet.

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.

Personal data are processed by designated staff working in Unit 4.1.

4. Access to and disclosure of personal data

The personal data is disclosed

- Data subjects themselves: Mentees, appointed mentors and designated staff who are nominated to be part of the selection committee
- Relevant staff members of Unit 4.1.
- Head of Unit 4.1
- Head of Department 4
- Head of Executive Office
- Executive Director

The information concerning the mentoring programme 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 the mentoring programme is 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 (EU) No. 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 Unit 4.1 Human Resources and Internal Support.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the Mentoring programme 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 (EU) No. 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 (EU) No. 2018/1725.

The personal data are collected and processed in accordance with [Article 3.2 of the EMSA Learning and Development Policy](#) in the context of the career administration of staff member, in particular to carry out the Agency's mentoring programme .

8. Storing Personal data

EMSA does not keep personal data longer than necessary for the purpose(s) for which that personal data is collected.

Mentoring files used to manage the programme are eliminated after 10 years the files are closed.

The Mentoring Appointment Decision is kept in the personal file of the staff member concerned. Personal files are destroyed 10 years following the termination of employment or the last pension payment.

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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 Unit 4.1. Human Resources and Internal Support under the following mailbox: HR.info@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.