

Data Protection Statement/Privacy Statement on Accident Insurance for non-statutory staff and visitors

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 data needs to be processed in the context of the establishment of the accident insurance coverage for non-statutory staff and visitors. Statutory staff are covered 24/7 worldwide by **accident insurance** through the Joint Sickness and Insurance Scheme, however a dedicated insurance coverage needs to be put in place for non-statutory staff and visitors (Job applicants, visitors expressly invited or who have a professional link with EMSA, experts or evaluators, speakers).

In the case of SNEs and trainees, the insurer needs the name, date of birth and the Portuguese tax number (NIF or numero de contribuinte) from those concerned up front so EMSA collects this data.

In the case of visitors, including NEPTs and interims, such data will only be required in the event of a claim following an accident.

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, date of birth
- **Financial details:** Portuguese tax number (NIF or numero de contribuinte)

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:

- Relevant staff in Units 4.1 and 4.2 taking care of the arrangements for the insurance.

- Relevant staff of the contractors (Lusitania and Costa Duarte) taking care of the arrangements for the insurance.

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- Relevant staff in Units 4.1 and 4.2 taking care of the arrangements for the insurance.
- Relevant staff of the contractors (Lusitania and Costa Duarte) taking care of the arrangements for the insurance.
- Access will be given to EU staff with the statutory right to access the data required by their function, i.e. the European Ombudsman, the Civil Service Tribunal, the Internal Audit Service, the European Court of Auditors, OLAF and the European Data Protection Supervisor.

The information concerning the Accident Insurance for non-statutory staff 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 not mentioned in this privacy statement, except where necessary for the purpose(s) outlined above.

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 Accident Insurance for non-statutory staff 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, Head of Unit 4.1, Human Resources and Internal Support.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the Accident Insurance for non-statutory staff for attendance at EMSA event on 16/09/22 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(s) 5(a) and 10(2) of the Regulation 2018/1725.

The personal data are collected and processed in accordance with:

- [Under 15.2\(e\) of the EMSA Founding Regulation, Regulation \(EC\) No 1406/2002](#), as amended, the Executive Director shall exercise (e) he/she shall exercise, in respect of the staff, the powers laid down in Article 6(2).

EMSA has a duty of care towards non-statutory staff and visitors in relation to the provision of accident insurance cover.

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 contractors will be asked to delete the information for those concerned if there are no claims by the end of the insured period.

SNEs' personal data, including NIF, are kept in their personal file for 10 years following the termination of employment or the last pension payment.

Trainees' personal data, including NIF, are kept in their personal file for 50 years and then eliminated.

In the case of visitors, NEPTs and Interims, they can contact the insurance contractors directly so that EMSA does not collect personal data for this purpose.

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 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.