

Data Protection Statement/Privacy Statement on the processing of personal data in the procedure/context of EMSA Integrated Quality, Environmental and Security Management System (IQES-MS)

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:

Implementation of IQES-MS (ISO 9001, 14001, 27001) was decided by the Executive Director in line with European Commission recommendation for using quality and environmental standards for the continual improvement of performance in EU Agencies.

All the above standards require allocation of specific roles and responsibilities aligned with the job title of staff members. Therefore, for compliance purposes, the name, email address and job title are needed to set-up and operate the system.

Name and job title are used within IQES-MS documents to indicate people involved in various processes and tasks.

The emails are used for information, communication, and distribution of IQES-MS documents.

EMSA uses two software to implement the IQES-MS provided by the contractors.

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: Name, surname
- Employment details: e-mail and job title

3. Processing the personal data

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

Personal data are processed by Executive Office Unit and the following contractors:

- QSA.net srl Italy - [Informativa Privacy e Cookie \(gsa.net\)](#)
- ISMS online UK - [Privacy Policy | ISMS.online](#)

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- Data subjects themselves: EMSA staff (Officials, Temporary Agents and Contract Agents) and Non-EMSA staff (Seconded National Experts, Trainees, Interims, NEPTs)
- Managers of data subjects
- Designated EMSA staff members - Administrators of the system
- Designated Contractors' staff members
- External Auditors

The information concerning EMSA Integrated Quality, Environmental and Security Management System (IQES-MS) 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 is transferred to third countries, as one of the contractors is based in United Kingdom but there are safeguards in place: the Adequacy Decision of the European Commission.

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 Integrated Quality, Environmental and Security Management System (IQES-MS) 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 the Executive Office.

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 (a) of the Regulation 2018/1725.

The personal data are collected and processed in accordance with The IQES-MS Manual is approved by the Executive Director ([Ares\(2022\)8438904](#)) .

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 retained for a maximum period of 6 years after the QMS files be closed, which is at the end of the audit exercise.

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 the Executive Office under the following mailbox: marin.chintoan-uta@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.