

**NOTIFICATION TO THE DATA PROTECTION OFFICER
(ARTICLE 31 REGULATION 2018/1725)**

NAME OF PROCESSING ACTIVITY¹: **Management EMSA staff missions with MIPS+**

1) Controller(s)² of data processing operation (Article 31.1(a))
<p>Controller: European Maritime Safety Agency (EMSA)</p> <p>Organisational unit responsible³ for the processing activity: 4.1 Unit – Human Resources and Internal Support</p> <p>Contact person: Cristina Romay Lopez - 4.1 Unit – Human Resources and Internal Support</p> <p>Data Protection Officer (DPO): Radostina Nedeva-Maegerlein: dpo@emsa.europa.eu</p>
2) Who is actually conducting the processing? (Article 31.1(a))⁴
<p>The data is processed by EMSA itself <input checked="" type="checkbox"/></p> <p>The organisational unit conducting the processing activity is: 4.1 Unit – Human Resources and Internal Support</p>
<p>The data is processed by a third party (contractor) or the processing operation is conducted together with an external third party. <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> PMO for MIPS+ services under SLA; DG BUDG for ABAC; EMSA Travel agency: Top Partner - Viagens & Soluções Empresariais, S.A.
3) Purpose of the processing (Article 31.1(b))

¹ **Personal** data is any information relating to an identified or identifiable natural person, i.e. someone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity. This information may, for example, be the name, date of birth, a telephone number, biometric data, medical data, a picture, professional details, etc.

Processing means any operation or set of operations which is performed on personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

² In case of more than one controller (e.g. joint operations), all controllers need to be listed here

³ This is the unit that decides that the processing takes place and why.

⁴ Is EMSA itself conducting the processing? Or has a provider been contracted?

Why are the personal data being processed? Specify the rationale and underlying reason for the processing and describe the individual steps used for the processing.

The purpose of the processing of your personal data is to organise missions and the authorised travels and the payment and/or reimbursement of the related costs, in line with the [Mission guide](#).

To ensure the most cost-effective management of the missions of its staff, EMSA relies on the European Commission Pay Master Office (PMO), owner and manager of the online tool MIPS+ and on external a service provider (travel agency).

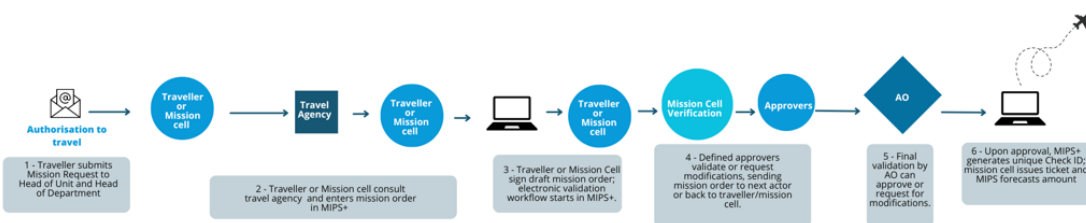
The mission management activity is broken down into internal operations carried out by PMO and EMSA and other operations carried out by contractors selected following procurement procedures (travel agency services, mission assistance and insurance services).

The process mainly consists of:

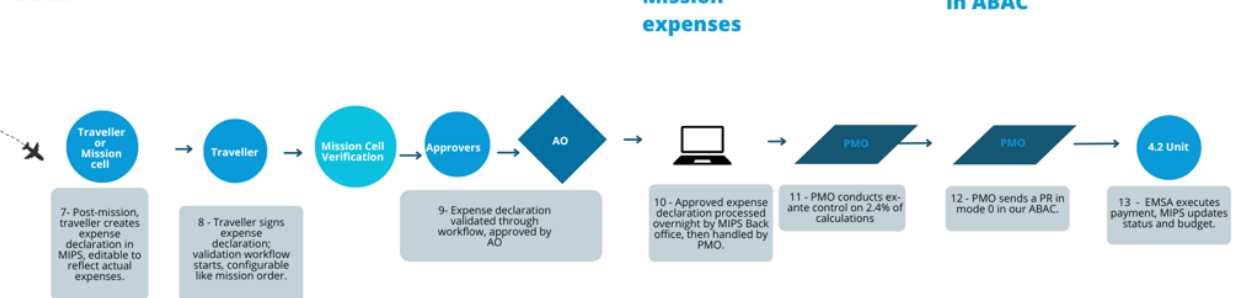
1. The mission performer, or the delegated assistant or the mission cell enters the mission order after requesting authorisation to travel and get quotations with EMSA travel agency.
2. After the traveller signs the draft mission order, an electronic validation workflow is launched in MIPS. The system sends notifications to the person who must sign the mission.
3. The staff members defined in the mission order validation workflow "approve" or "refuse for modification the mission" signed by the traveller by leaving comments. The mission is sent electronically to the traveller and the mission cell in the event of refusal or passes to the next actor in the workflow in the event of validation.
4. When the mission order arrives at the last validation step at the Authoriser Officer, as for the previous participants, it can be approved or refused for modification.
5. When the mission order is approved, MIPS+ generates a unique Check ID reference allowing the mission cell to issue a ticket to the travel agency. MIPS+ forecast the amount calculated in the mission order.
6. When the mission is completed, the traveller, or the delegated assistant or the mission cell creates an expense declaration in MIPS+. The expense declaration is a copy of the editable mission order which allows it to be adapted to the reality of expenses and schedules.
7. The traveller signs his/her expense declaration and again a validation workflow is launched by MIPS+.
8. The expense declaration goes through workflow validations such as the mission order until approval by the Authoriser Officer, as for the mission order each stakeholder can either approve or refuse for adaptation.
9. When the expense declaration is approved by the Authoriser Officer, during the following night, it arrives automatically to be calculated in the MIPS Back office and it is processed by the PMO.5, the unit in charge of calculation of missions.
10. The mission is calculated by the PMO, then a percentage of 2.4% is chosen randomly for ex ante control of the calculation.
11. When the ex ante control is finalised, the missions go to payment. PMO sends a PR in mode 0 in EMSA ABAC, at the same time EMSA receives a report with the lists of missions for which a payment has been generated.
12. EMSA executes the payment in ABAC with verification of the payment details by 4.2 unit. MIPS+ receives the payment information and changes the status of the mission to paid in MIPS+.

The chart below illustrates the process:

Mission Request



Mission Claim



Mission assistance and insurance services are covered by other records of processing activity:

- Travel Risk Management Services (Ares(2022)8731183)
- Insurance policy and assistance covering the risks in connection with work-related travel (Ares(2022)5656615)

4) Lawfulness of the processing (Article 5(a)–(d)): Processing necessary for:

Mention the legal basis which justifies the processing

- (a) a task carried out in the public interest or in the exercise of official authority vested in EMSA (including management and functioning of the institution) ☒
- (b) compliance with a legal obligation to which EMSA is subject ☐
- (c) necessary for the performance of a contract with the data subject or for the preparation of such a contract ☐

(d) Data subject has given consent (<i>ex ante</i> , explicit, informed)	<input type="checkbox"/>
Describe how consent will be collected and where the relevant proof of consent will be stored	
5) Description of the categories of data subjects (Article 31.1(c)) <i>Whose personal data are being processed?</i>	
EMSA staff Officials, Temporary Agents and Contract Agents	<input checked="" type="checkbox"/>
Non-EMSA staff (contractors staff, external experts, trainees) Seconded National Experts, Trainees, Interims, NEPTs, contractors staff	<input checked="" type="checkbox"/>
Visitors to EMSA building	<input type="checkbox"/>
Relatives of the data subject	<input type="checkbox"/>
Other (please specify):	
6) Categories of personal data processed (Article 31.1(c)) <i>Please tick all that apply and give details where appropriate</i>	
(a) General personal data: The personal data contains:	
Personal details (name, address etc) Surname, first name	<input checked="" type="checkbox"/>
Education & Training details	<input type="checkbox"/>
Employment details Personnel number of staff, place of assignment, professional email address	<input checked="" type="checkbox"/>
Financial details The agent's bank account number,	<input checked="" type="checkbox"/>

Family, lifestyle and social circumstances	<input type="checkbox"/>
Goods or services provided	<input type="checkbox"/>
<p>Other (please give details):</p> <p>Any other detail related to the mission like: place(s) mission and transit, the estimated time of departure and return at the duty station, the means of transport used, the name of the hotel, the invoice(s), the start and end times of the professional engagements at the mission site, MIPS+ mission number and the confirmation number generated at the moment of signature for approval by the authorising officer among others.</p>	
<p>(b) Sensitive personal data (Article 10)</p> <p>The personal data reveals:</p>	
Racial or ethnic origin	<input type="checkbox"/>
Political opinions	<input type="checkbox"/>
Religious or philosophical beliefs	<input type="checkbox"/>
Trade union membership	<input type="checkbox"/>
Genetic, biometric or data concerning health	<input type="checkbox"/>
Information regarding an individual's sex life or sexual orientation	<input type="checkbox"/>
<p>7) Recipient(s) of the data (Article 31.1 (d))</p> <p><i>Recipients are all parties who have access to the personal data</i></p>	
Data subjects themselves	<input checked="" type="checkbox"/>
Managers of data subjects	<input checked="" type="checkbox"/>
Designated EMSA staff members	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Mission Cell in the 4.1 Unit responsible for the organisation of the missions • Mission correspondents in the Units 	

<ul style="list-style-type: none"> • Staff involved in the financial processing of payments <p>Designated Contractors' staff members <input checked="" type="checkbox"/></p> <p>Travel agency, PMO, DIGIT and DG Budget Staff</p> <p>Other (please specify):</p>
<p>8) Transfers to third countries or recipients outside the EEA (Article 31.1 (e))</p> <p><i>If the personal data are transferred outside the European Economic Area, this needs to be specifically mentioned, since it increases the risks of the processing operation.</i></p>
<p>Data are transferred to third country recipients:</p> <p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>If yes, specify to which country:</p> <p>If yes, specify under which safeguards:</p> <p>Adequacy Decision of the European Commission <input type="checkbox"/></p> <p>Standard Contractual Clauses <input type="checkbox"/></p> <p>Binding Corporate Rules <input type="checkbox"/></p> <p>Memorandum of Understanding between public authorities <input type="checkbox"/></p>
<p>9) Technical and organisational security measures (Article 31.1(g))</p> <p><i>Please specify where the data are stored during and after the processing</i></p>
<p>How is the data stored?</p>

EMSA network shared drive	<input checked="" type="checkbox"/>
Outlook Folder(s)	<input checked="" type="checkbox"/>
Hardcopy file	<input type="checkbox"/>
Cloud (give details, e.g. public cloud)	<input type="checkbox"/>
Servers of external provider	<input type="checkbox"/>
Other (please specify): <i>ABAC, MIPS+ and ARES</i>	
<p>10) Retention time (Article 4(e))</p> <p><i>How long will the data be retained and what is the justification for the retention period? Keep in mind that there are pre-determined retention periods for most types of files. Those are explained in the Records Management Policy and Procedure of the Agency. You can check EMSA Records Management Policy and Procedure at the Intranet of the Agency.</i></p>	
Mission files must be retained for seven years starting from the beginning of the next year in which the mission was paid.	