

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

NAME OF PROCESSING ACTIVITY¹: **Organisation of training events**

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: B.3.1</p> <p>Contact person: Georgios Christofi</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: B.3.1</p> <hr/> <p>The data is processed by a third party or the processing operation is conducted together with an external third party: <input checked="" type="checkbox"/></p> <p>At times an external contractor may be involved in the organisation and delivery of the training. In this case the standard contractual clauses will apply.</p> <p>If some invited participants/speakers need an entry Visa for the country where the training event is held, the relevant diplomatic authority may be sent a "Note Verbale" to facilitate the procedure as much as possible. If the "Note Verbale" addresses a diplomatic authority of the Republic of Portugal, the Protocol between the Agency and the Portuguese Government has to be recalled.</p>

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?

Contact point at external third party (e.g. Privacy/Data Protection Officer): The relevant Embassy personnel; Contractor's personnel

3) Purpose of the processing (Article 31.1(b))

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.

As foreseen by the Agency's founding regulation, amongst other core tasks, EMSA provides technical assistance to the EU MSs, to the Enlargement and Neighbouring partner countries. These latest groups of countries are provided with technical assistance through projects funded by DG NEAR in the framework of the Institute for Pre-Accession (IPA) and EU Neighbours Policy (ENP). Within this context Unit B.3.1 is regularly organising events such as training sessions, seminars, workshop with participation of experts and staff from the maritime administrations of the MSs, the Enlargement and ENP countries. Personal data of experts and staff are processed with the sole purpose of making possible their participation to the events by arranging flights, accommodation and, when applicable, supporting them to get the Visa from the relevant Diplomatic Authorities.

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) ☒

EMSA Guidelines for organising training events are available under the following link:

<http://emsanet/index.php/intranet-documents/emsa-training-guidelines.html>

(Examples of legal basis: e.g. Article 2 'Core tasks of the Agency', par.4 b) EMSA founding regulation)

(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 ☒

Important Note

Consent may not be the most appropriate legal basis, in particular in the employment context. However, if you wish to use consent as legal basis, ensure that it complies with the following: it must be freely given, specific, informed and unambiguous consent. Contact the DPO if you need further clarifications.

(d) Data subject has given consent (*ex ante*, explicit, informed) ☒

Describe how consent will be collected and where the relevant proof of consent will be stored

The relevant privacy statement will be posted on the relevant page of the EMSA website and a link will be sent to participants.

5) Description of the categories of data subjects (Article 31.1(c))

Whose personal data are being processed?

EMSA staff ☒

Non-EMSA staff (contractors staff, external experts, trainees) ☒

Visitors to EMSA building ☒

Relatives of the data subject ☐

Other (please specify):

6) Categories of personal data processed (Article 31.1(c))

Please tick all that apply and give details where appropriate

(a) **General personal data:**

The personal data contains:

Personal details (name, address etc) ☒

Education & Training details ☐

Employment details ☒

Financial details ☒

Family, lifestyle and social circumstances ☐

Goods or services provided ☐

Other (please give details):

(b) **Sensitive personal data** (Article 10)

The personal data reveals:

Racial or ethnic origin ☐

Political opinions ☐

Religious or philosophical beliefs ☐

Trade union membership ☐

Genetic, biometric or data concerning health ☐

Information regarding an individual's sex life or sexual orientation ☐

Important Note

If you have ticked any of the sensitive data boxes, please contact the DPO before processing the data further.

7) Recipient(s) of the data (Article 31.1 (d))

Recipients are all parties who have access to the personal data

Data subjects themselves ☒

Managers of data subjects ☒

Designated EMSA staff members ☒

Designated Contractors' staff members ☒

Other (please specify): where applicable Diplomatic authorities of EU MSs for issuance of Visa

8) Transfers to third countries or recipients outside the EEA (Article 31.1 (e))

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.

Data are transferred to third country recipients:

Yes ☐

No ☒

If yes, specify to which country:

If yes, specify under which safeguards:

Adequacy Decision of the European Commission ☐

Standard Contractual Clauses ☐

Binding Corporate Rules ☐

Memorandum of Understanding between public authorities ☐

Important Note

If no safeguards are applicable, please contact the DPO before processing the data further.

9) Technical and organisational security measures (Article 31.1(g))

Please specify where the data are stored during and after the processing

How is the data stored?

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):	
<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 here.</i></p>	
<p>Seven years after the closure of the financial year or after the ending date of a Grant Contract</p>	

Thank you for completing the form.
Now please send it to the DPO using the ARES workflow