

Privacy Statement on the processing of personal data in the context of Electronic process to request a Diplomatic Identification Card.

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) 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) 2018/1725.

1. Nature and the purpose(s) of the processing operation¹

The purpose(s) of the processing of personal data is:

- **Request of a diplomatic ID card**

The following documents shall be submitted to EMSA, which thereafter, will be delivered to the Protocol Services of the Portuguese Ministry of Foreign Affairs:

- ✓ 1 registration form per family member;
- ✓ 1 passport photo per family member;
- ✓ Copy of the ID card or Passport of each person to be registered;
- ✓ Copy of the marriage certificate/legal partnership contract, for staff members who wish to register his/her spouse or partner.
- ✓ For domestic help staff - Copy of the passport or ID Card, 1 passport photo, copy of the contract of employment and a declaration from the staff member. Non-Portuguese citizens living and working in Portugal have the obligation to be registered with the Immigration Services, in this case by the Protocol Services. Such staff will receive a Special ID card with the indication 'Pessoal Auxiliar.'
- ✓ For children older than 18: a statement from the school that they attend in Portugal and a term of responsibility from the staff member.

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

¹ Please, provide a brief description of the processing operation and clearly define the purpose(s).

The categories/types of personal data processed are the following:

- Name;
- Address;
- Civil status;
- Contract duration;
- Copy of the Diplomatic Card issue by the PT Authorities will be kept by EMSA;

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 by²

- EMSA
- Portuguese Ministry of Foreign Affairs
- Portuguese Immigration Services

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- The information concerning the Request of a diplomatic ID card is shared between the Portuguese Immigration Authorities and Ministry of Foreign Affairs and who is in charge of issuing the diplomatic cards

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 Request of a Diplomatic ID card is stored in secure IT applications according to the security standards of the Agency appropriate levels of *access are granted* individually only to the above recipients.

The database is password protected under single sign-on system and automatically connected to the user ID. The e-records are held securely so as to safeguard the confidentiality and privacy of the data therein.

All persons dealing with personal data in the context of the procedures, at any stage, sign a confidentiality declaration that is kept in the folder of the procedure.

² Please, indicate all the processors (i.e. contractors or other institutions).

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 to Regulation (EU) 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.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the here please quote the respective procedure to which this Privacy Statement relates.

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 to Regulation (EU) 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) of the Regulation number 2018/1725.

The personal data are collected and processed in accordance with the [Protocol between the Government of the Republic of Portugal and the European Maritime Safety Agency of 28 July 2004 \('Seat Agreement'\)](#)

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 only retained for a maximum period of 20 years

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: Cristina.ROMAY-LOPEZ@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.