

**Privacy Statement on the processing of personal data in the context of Joint ECGFF - EMSA workshop on “Information sharing and data security in the maritime safety and security domains”, hosted by EMSA on 11 - 12 February 2020 in Lisbon, Portugal**

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 Regulation number 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 number 2018/1725.

**1. Nature and the purpose(s) of the processing operation<sup>1</sup>**

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

The EMSA Founding Regulation (EC) 1406/2002, as amended, states in its Article 2b - “European Cooperation on Coast Guard functions” - that “the Agency shall, in cooperation with the European Border and Coast Guard Agency and the European Fisheries Control Agency, each within their mandate, support national authorities carrying out coastguard functions at national and Union level, and where appropriate, at international level, by inter alia building capacity by elaborating guidelines and recommendations, and by establishing best practices as well as by providing training and exchange of staff”.

This broader concept of European cooperation on coast guard functions embraces several activities which currently also include the work associated with the European Coast Guard Function Forum (ECGFF). The 2020 ECGFF Chair (France) has identified a list of activities to be carried out during its 12-month Chairmanship. One of the themes to be addressed is the commitment to information sharing and data security in the maritime safety and security domains.

The joint workshop on information sharing and data security in the maritime safety and security domains, which will take place on 11-12 February 2020 (1 ½ days) at EMSA premises in Lisbon (Praça Europa 4, 1249-206 Lisbon, Portugal).

The general objective of this workshop is to share best practices among the various relevant national and regional stakeholders, stimulate reflection regarding priorities to be identified and key challenges in information sharing and data security in the maritime safety and security domains, from the perspective of three overarching themes:

1. Integrated Maritime Surveillance
2. Cyber Security and
3. Advanced Technologies in maritime surveillance, safety and security

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

The workshop will start with a plenary session, setting the scene, followed by three break-out sessions which will focus on specific themes. The second day of the workshop will again be in plenary, looking into COASTEX 2020 and the outcomes of the breakout sessions.

For the purposes of administering the organisation of the workshop, inviting participants and speakers, reimbursing their expenses and facilitating their attendance a certain amount of personal data needs to be processed by EMSA in accordance with the applicable legislation and internal rules.

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: Name, position, employment details, contact details, financial details of the participants.

## **3. Processing the personal data**

The processing of the personal data is carried out under the responsibility of the ECGFF French Presidency and the Head of the Executive office, acting as delegated EMSA data controller.

## **4. Access to and disclosure of personal data**

The personal data is disclosed to the following recipients:

The information concerning personal details of participants and speakers, 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 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 participants and speakers 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.

The e-records are held securely so as to safeguard the confidentiality and privacy of the data therein.

## **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 number 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 at EMSA: the Head of the Executive Office.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the Joint ECGFF - EMSA workshop on "Information sharing and data security in the maritime safety and security domains".

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 number 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 EMSA Founding Regulation (EC) 1406/2002, as amended, Article 2b - "European Cooperation on Coast Guard functions" - that "the Agency shall, in cooperation with the European Border and Coast Guard Agency and the European Fisheries Control Agency, each within their mandate, support national authorities carrying out coastguard functions at national and Union level, and where appropriate, at international level, by inter alia building capacity by elaborating guidelines and recommendations, and by establishing best practices as well as by providing training and exchange of staff".

## **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 in accordance with EMSA Records Management Policy and Procedure as follows:

EMSA.8.2.8.B Experts Reimbursement – ART - 7 years;

Joomla database – eliminated 1 year after the payment file is complete;

Paper version for reimbursements: EMSA.8.2.8.B Experts Reimbursement – ART - 7 years;

Paper version for visitors: file eliminated after 6 months of the closure of any activity related to the meeting;

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: [Executive.Secretariat@emsa.europa.eu](mailto:Executive.Secretariat@emsa.europa.eu).

Any data subject may also consult EMSA Data Protection Officer at: [DPO@emsa.europa.eu](mailto: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](mailto:edps@edps.europa.eu).