

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

NAME OF PROCESSING ACTIVITY:

Management of the EMSA mentoring programme

1) Controller(s)¹ of data processing operation (Article 31.1(a))
<p>Controller: European Maritime Safety Agency (EMSA)</p> <p>Organisational unit responsible for the processing activity: Unit 4.1, Human Resources and Internal Support</p> <p>Contact person: Head of Unit 4.1, 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))²
<p>The data is processed by EMSA itself <input checked="" type="checkbox"/></p> <p>The organisational unit conducting the processing activity is: Unit 4.1, Human Resources and Internal Support</p> <hr/> <p>The data is processed by a third party (contractor) or the processing operation is conducted together with an external third-party: n/a</p> <p>Contact point at external third party (e.g. Privacy/Data Protection Officer):</p>

3) Purpose of the processing (Article 31.1(b))
<p><i>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.</i></p>
<p>The EMSA mentoring programme aims to enhance performance and accelerate development, efficiency and confidence at the start of the career of a newcomer, by helping them become acquainted with their new professional setting or role at EMSA, general EU work area, as well as environmental and practical</p>

¹ In case of more than one controller (e.g. joint operations), all controllers need to be listed here

² Is EMSA itself conducting the processing? Or has a provider been contracted?

aspects of settling into Lisbon. It also promotes consistency of working practices and adhesion to EMSA Corporate Culture in a structured way. It is also a development opportunity for the mentor who acquires or improves his/ her mentoring skills.

Procedure Steps:

- Step 1 - HR publishes Administrative Notice to call for applications for mentors, providing an application template.
- Step 2 – Staff members send their application form to the HR Career mailbox.
- Step 3 – HR proposes a selection committee, approved via e-signature in ARES by the Executive Director.
- Step 4 – The nominated selection committee selects mentors based on their application form. The result of the selection procedure, in form of nomination, is sent to the HR Career mailbox and circulated in ARES for the e-signature of the Executive Director who appoints the mentors. The result of the selection procedure together with the letters of appointment are being stored in ARES.
- Step 5 – The selected staff members are being notified by HR of their appointment as mentors via email. The letters of appointment are stored in the e-personal file of each mentor and in the mentoring folder in SharePoint, to which only designated staff of HR have access. The names of the appointed mentors are announced on the HR Intranet.
- Step 6 – Upon the arrival of a newcomer, or other interested EMSA staff member who wishes to participate in the Mentoring Programme, a mentor chosen by HR is informed of the newcomer's name, e-mail, grade, department/unit and job title.
- Step 7 – The mentor and mentee electronically sign a mentoring agreement, provided by HR. The mentoring agreement is circulated in Ares for electronic signatures. It is stored in Ares and in the mentoring folder in SharePoint.
- Step 8 – At the end of the mentoring relationship, HR provides mentor and mentee a feedback form. The content of the form is confidential. The form is sent to the HR Career mailbox and is filed by HR in the mentoring folder in SharePoint. HR analyses the feedback in form of anonymised statistics, to review the progress of the programme. These statistics are shared with the Head of Human Resources, Head of Department 4 and the Executive Director.

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

Mention the legal basis which justifies the processing

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|-----|---|-------------------------------------|
| (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) | <input checked="" type="checkbox"/> |
| | Art 3.2 of the EMSA Learning and Development Policy from the 29/06/2018. | |
| (b) | compliance with a legal obligation to which EMSA is subject | <input type="checkbox"/> |
| (c) | necessary for the performance of a contract with the data subject or for the preparation of such a contract | <input type="checkbox"/> |

(d) Data subject has given consent (<i>ex ante</i> , explicit, informed)	<input type="checkbox"/>
Staff will be informed of their data rights and the manner in which their personal data will be handled during the procedure by a data protection privacy statement published in the intranet.	
5) Description of the categories of data subjects (Article 31.1(c)) <i>Whose personal data are being processed?</i>	
EMSA staff	<input checked="" type="checkbox"/>
Mentees, appointed mentors and designated staff who are nominated to be part of the selection committee.	
Non-EMSA staff (contractors staff, external experts, trainees)	<input checked="" type="checkbox"/>
Seconded National Experts, trainees mentees, appointed mentors and designated staff who are nominated to be part of the selection committee	
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, e-mail address)	<input checked="" type="checkbox"/>
Name, surname and e-mail address.	
Education & Training details	<input checked="" type="checkbox"/>
CV	
Employment details	<input checked="" type="checkbox"/>
Start date of contract, Department/Unit/Sector, category, grade, job title, and contract type.	
Financial details	<input type="checkbox"/>

Family, lifestyle and social circumstances	<input type="checkbox"/>
Goods or services provided	<input type="checkbox"/>
Other (please give details): Portrait and group photos of mentors available on the Mentoring page on the intranet.	
(b) Sensitive personal data (Article 10)	
The personal data reveals:	
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"/>
7) Recipient(s) of the data (Article 31.1 (d))	
<i>Recipients are all parties who have access to the personal data</i>	
Data subjects themselves	<input checked="" type="checkbox"/>
Managers of data subjects	<input type="checkbox"/>
Designated EMSA staff members	<input checked="" type="checkbox"/>
Relevant staff members of Unit 4.1	
• Head of Unit 4.1	
• Head of Department 4	
• Head of Executive Office	
• Executive Director	

Designated Contractors' staff members	<input type="checkbox"/>
Other (please specify):	
8) Transfers to third countries or recipients outside the EEA (Article 31.1 (e)) <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>	
Data are transferred to third country recipients:	
Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>
If yes, specify to which country:	
If yes, specify under which safeguards:	
Adequacy Decision of the European Commission	<input type="checkbox"/>
Standard Contractual Clauses	<input type="checkbox"/>
Binding Corporate Rules	<input type="checkbox"/>
Memorandum of Understanding between public authorities	<input type="checkbox"/>
9) Technical and organisational security measures (Article 31.1(g)) <i>Please specify where the data are stored during and after the processing</i>	
How is the data stored?	
EMSA network shared drive	<input type="checkbox"/>

Outlook Folder(s)	<input checked="" type="checkbox"/>
Hardcopy file	<input type="checkbox"/>
Cloud (give details, e.g. public cloud)	<input type="checkbox"/>
Other (please specify):	
ARES, Intranet, SharePoint	

10) Retention time (Article 4(e))

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.

Mentoring files used to manage the programme are eliminated after 10 years the files are closed.

The Mentoring Appointment Decision is kept in the personal file of the staff member concerned. Personal files are destroyed 10 years following the termination of employment or the last pension payment.