

## **Data Protection Statement/Privacy Statement on the processing of personal data in the procedure/context of Staff Commuter Survey**

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 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 2018/1725.

### **1. Nature and the purpose(s) of the processing operation**

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

Under EMSA's Environmental Policy, EMSA is committed to:

- prevent and minimise the environmental impact of everyday work,
- continuously improve individual and organisational environmental performance,
- support and stimulate innovation and development in marine-environmental matters,
- establish environmental objectives and tasks, defining clear responsibilities and openly providing information,
- comply with all environmentally relevant legislation and obligations, as well as with voluntarily assumed obligations, namely under the EMAS and ISO14001 frameworks.

More specifically, EMSA is committed to:

- minimise its carbon dioxide emissions;
- promote the efficient use of energy and minimise its consumption.

An online survey to examine how staff commutes to and from the office will be launched in November 2023 and repeated after six months to make a deep analysis of the impact of the staff commuting in EMSA's total carbon dioxide emissions. The goal will be to assess the choices made by staff and see if they can be influenced in order to reduce the CO2 emissions in the workplace context.

The online survey is set as anonymous on the EU Survey website. However, some answers are open, and it may be possible that staff voluntarily disclose details about their commuting habits, which could lead to their identification.

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:

- Category lifestyle: Commuting habits

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

The processing of the personal data is carried out under the responsibility of the Head of Department 4 Corporate Services, acting as delegated EMSA data controller.

Personal data are processed by Department 1 and The European Commission (DIGIT) responsible for the EU Survey website.

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

The personal data is disclosed to the following recipients:

Designated EMSA staff members: Webmaster, Specific staff of the EMSA Greening Team, Head of Unit 4.2 and Head of Department 4

The information concerning the **Staff Commuter Survey** 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.

Personal data related to **Staff Commuter Survey** 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.

## **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 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 Department 4 Corporate Services.

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 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 5 (a) of the Regulation 2018/1725.

The personal data are collected and processed in accordance with [EMSA's Environmental Policy](#).

## **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 survey is anonymised, so no personal data is retained unless the staff member discloses any information which could make him/her identifiable. In this case, the responsible member of the Greening Team will anonymise the answer.

The replies to the survey are stored in EU Survey following their privacy notice.

## **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 Department 4 Corporate Services under the following mailbox: greening@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).