

Data Protection Statement/Privacy Statement on the processing of personal data in the context of audio recordings of the EMSA Administrative Board meetings and meetings of the Administrative and Finance Committee, both presential and online

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 natural person 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 2018/1725.

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

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

EMSA conducts three Administrative Board meetings per year, in March, June and November. Each of the Administrative Board meetings are preceded by meetings of the Administrative and Finance Committee that are held online and more or less a week before the Board meetings. As per Article 11 – *Transmission of documents; minutes of meetings* - of the Rules of Procedure of the Administrative Board a summary of decisions taken at each meeting and the draft minutes of the meetings are being forwarded to members not later than four weeks after the end of the meetings. The draft minutes are then approved at the following meeting of the Administrative Board. Once approved, the final text of the minutes is signed by the Chairman of the Administrative Board and forwarded to members not later than two weeks after its approval.

Meetings of the Administrative and Finance Committee are held in order to prepare the meetings of the Administrative Board. As per practice established in March 2025, a Summary Report is being sent to the Administrative Board for information on discussions held.

To facilitate the drafting of the minutes of the meetings, EMSA decided to audio record the EMSA Administrative Board and Administrative and Finance Committee meetings.

Upon approval of the minutes and of the Summary Reports at the following meetings, the recordings of the meetings – both the ones held online and presential - would be deleted by the relevant EMSA staff.

EMSA will not reuse the personal data for another purpose that is different to the one stated above.

2. Categories/types of personal data processed

The categories/types of personal data processed are the following: audio (voice) of the participants at the EMSA Administrative Board meetings and Meetings of the Administrative and Finance Committee, both presential and online; personal details (name and surname) of the participants at the meetings, employment details of the participants.

3. Processing the personal data

The processing of the personal data is carried out under the responsibility of the Head of the Executive Office, acting as delegated EMSA data controller.

Personal data are processed by the relevant EMSA staff supported by the EMSA Contractor operating the EMSA equipment for recordings.

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients: EMSA and contractor's staff responsible for recording of meetings and EMSA staff responsible for their drafting and approval.

The information in question will not be communicated to third parties.

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 audio recordings of the EMSA Administrative Board meetings and meetings of the Administrative and Finance Committee 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.

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, the Head of the Executive Office.

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) 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).

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 audio recordings would be deleted upon approval of the relevant minutes by the EMSA Administrative Board, as follows:

- Minutes of March meetings – approval at June meetings
- Minutes of June meetings – approval at November meetings
- Minutes of November meetings – approval at March meetings

The data will be only retained for a maximum period of 6 months.

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: ab.secretariat@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.