

TEMPLATE FOR RECORDING OF PROCESSING ACTIVITY

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

NAME OF PROCESSING ACTIVITY¹:

Management of Experts attending EMSA Meetings/Conferences/Trainings (online registration, reimbursement of travel expenses, etc.)

1) Controller(s) ² of data processing operation (Article 31.1(a))
<p>Controller: European Maritime Safety Agency (EMSA), Head of Unit A.1. Human Resources & Internal Support.</p> <p>Organisational unit responsible³ for the processing activity: Unit A.1. Human Resources & Internal Support</p> <p>Contact person: Rui Fernandes</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)) ⁴
<p>The data is processed by EMSA itself <input checked="" type="checkbox"/></p> <p>The organisational unit conducting the processing activity is: A.1. Human Resources & 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 [indicate third party] <input type="checkbox"/></p> <p>Contact point at external third party (e.g. Privacy/Data Protection Officer):</p>

¹ **Personal** data is any information relating to an identified or identifiable natural person, i.e. someone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity. This information may, for example, be the name, date of birth, a telephone number, biometric data, medical data, a picture, professional details, etc.

Processing means any operation or set of operations which is performed on personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

² In case of more than one controller (e.g. joint operations), all controllers need to be listed here

³ This is the unit that decides that the processing takes place and why.

⁴ Is EMSA itself conducting the processing? Or has a provider been contracted?

3) Purpose of the processing (Article 31.1(b))

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.

Experts invited to attend EMSA meetings are requested to register online using an electronic form available at EMSA extranet (joomla tool). Via the form experts provide necessary data relevant for reimbursement process and security control (entrance to the building). For registration purposes, experts or visitors of EMSA events needs to sign attendance list upon arrival for everyday of the meeting/event they are participating in.

Following the meeting, the travel and accommodation expenses incurred will be reimbursed to the Expert. The reimbursement file is composed of supporting documents listed in the EMSA Rules on Reimbursement of Expenses to Experts i.e. documents proving the price of the travel for the flight (e.g. e-ticket, copy of the travel agency invoice) or of any other mode of public transport such as train or bus (e.g. copy of the ticket) as well as the legal entity and the bank account details. The mentioned documents and information are provided online through the digital form.

The reimbursement file will be handled by a Human Resources Assistant/Officer, verified by the relevant colleagues in the Legal and Financial Affairs Unit and subsequently signed off by the Authorising Officer, prior to final processing by the Accountant.

Procedure:

- Participant fill in online registration form (name, country, e-mail address, organisation).
- Joomla database saves the provided information (EMSA server)
- General guests without need for online registration (single meetings with EMSA Project Officers, meetings hosted by EMSA, etc.) send the necessary data (name, country, e-mail address, organisation) via Events dedicated e-mail
- Events team download the relevant information from joomla (excel file) and from received e-mails (necessary supporting documents for payment files are also uploaded via online tool being received via dedicated e-mail address).
- Attendance list for signatures and personal badges are generated using relevant data.
- Scanned attendance list included as supporting document in ARES payment file (for meetings with reimbursements)
- Paper version filed at the appropriated hard file
- Payment executed via ARES (documents circulation) and ABAC (budgetary execution)

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

Mention the legal basis which justifies the processing

- (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) ☐
(Examples of legal basis: e.g. Article 2 'Core tasks of the Agency', par.4 b) EMSA founding
regulation)
- (b) compliance with a legal obligation to which EMSA is subject (Decision of EMSA Executive Director

No 2007/19 Relating to the Reimbursement of Travel, Subsistence and Other Expenses to Experts and Candidates in Recruitment Procedures and amended by ED Decisions No. 2008/24, 2008/37, 2010/18, 2012/018, 2013/028, 2015/002 and 2018/36) ☒

- (c) necessary for the performance of a contract with the data subject or for the preparation of such a contract ☐

Important Note

Consent may not be the most appropriate legal basis, in particular in the employment context. However, if you wish to use consent as legal basis, ensure that it complies with the following: it must be freely given, specific, informed and unambiguous consent. Contact the DPO if you need further clarifications.

- (d) Data subject has given consent (ex ante, explicit, informed) ☐

Describe how consent will be collected and where the relevant proof of consent will be stored

Disclaimer available at all stages of the online registration and reimbursement claim process:

Personal data protection

The processing of personal data in the Community institutions and bodies like agencies is regulated by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Read the rules related to personal data protection.

The relevant Privacy statement/s is available as an Annex to this form and via a link at the registration webpage.

5) Description of the categories of data subjects (Article 31.1(c))

Whose personal data are being processed?

EMSA staff ☐

Non-EMSA staff (contractors staff, external experts, trainees) ☒

Visitors to EMSA building ☒

Relatives of the data subject ☐

Other (please specify):

6) Categories of personal data processed (Article 31.1(c))

Please tick all that apply and give details where appropriate

(a) **General personal data:**

The personal data contains:

Personal details (name, address etc) ☒

Education & Training details ☐

Employment details ☒

Financial details ☒

Family, lifestyle and social circumstances ☐

Goods or services provided ☐

Other (please give details):

(b) **Sensitive personal data** (Article 10)

The personal data reveals:

Racial or ethnic origin ☐

Political opinions ☐

Religious or philosophical beliefs ☐

Trade union membership

☐

Genetic, biometric or data concerning health

☐

Information regarding an individual's sex life or sexual orientation

☐

Important Note

If you have ticked any of the sensitive data boxes, please contact the DPO before processing the data further.

7) Recipient(s) of the data (Article 31.1 (d))

Recipients are all parties who have access to the personal data

Data subjects themselves

☐

Managers of data subjects

☐

Designated EMSA staff members

☒

Designated Contractors' staff members

☐

Other (please specify):

8) Transfers to third countries or recipients outside the EEA (Article 31.1 (e))

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.

Data are transferred to third country recipients:

Yes

☐

No

☒

If yes, specify to which country:

If yes, specify under which safeguards:

Adequacy Decision of the European Commission ☐

Standard Contractual Clauses ☐

Binding Corporate Rules ☐

Memorandum of Understanding between public authorities ☐

Important Note

If no safeguards are applicable, please contact the DPO before processing the data further.

9) Technical and organisational security measures (Article 31.1(g))

Please specify where the data are stored during and after the processing

How is the data stored?

EMSA network shared drive (with restricted access to EMSA designated staff) ☒

Outlook Folder(s) (with restricted access to EMSA designated staff) ☒

Hardcopy file (archived and filed according to Document Management Rules) ☒

Cloud (give details, e.g. public cloud) ☐

Servers of external provider ☐

Other (please specify): Joomla database (EMSA Server), ARES and ABAC.

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](#).

EMSA.8.2.8.B Experts Reimbursement – ART is 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 is 7 years

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

**Thank you for completing the form.
Now please send it to the DPO using the ARES workflow**