

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

NAME OF PROCESSING ACTIVITY:

Questionnaire for organisation of Earth Hour for EMSA staff and family members

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| 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 4.2 Legal, Finance and Facilities</p> <p>Contact person: Head of Unit 4.2, Legal, Finance and Facilities</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: Legal, Finance and Facilities with cooperation of EO – Communication</p> <hr/> <p>The data is processed by a third party (contractor) or the processing operation is conducted together with an external third-party:</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>EMSA is launching a yearly campaign on Earth Hour. Earth Hour is one of the world's largest grassroots movements for the environment. Held every year on the last Saturday of March, Earth Hour engages millions of people in more than 180 countries and territories, switching off their lights to show support for our planet. Earth Hour is open-source, and we welcome everyone, anyone, to take part and help amplify our mission to unite people to protect our planet.</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?

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| <p>EMSA has participated in Earth Hour since years. Taking into account EMSA's Greening project, Earth Hour should promote engagement of EMSA staff and their families in the initiative.</p> <p>Following information on EMSA's intranet, staff will be encouraged to participate in the event, and on voluntarily basis share photos of that event with Communication Sector of EMSA. Photos will be used to make an EMSA collage and will be published on EMSA pages in social media (Facebook, Twitter, website). Photos may include EMSA staff and family members.</p> | |
| <p>4) Lawfulness of the processing (Article 5(a)–(d)): Processing necessary for:</p> <p><i>Mention the legal basis which justifies the processing</i></p> | |
| <p>(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"/></p> <p>The processing activity complies in the broader context of the provision of Art.1 of EMSA founding Regulation (1406/2002), as amended namely: the purpose of the Agency is to 'ensure a high, uniform and effective level of maritime safety, maritime security, prevention of, and response to, pollution caused by ships as well as response to marine pollution caused by oil and gas installations'.</p> <p>(b) compliance with a legal obligation to which EMSA is subject <input type="checkbox"/></p> <p>(c) necessary for the performance of a contract with the data subject or for the preparation of such a contract <input type="checkbox"/></p> <p>(d) Data subject has given consent (<i>ex ante</i>, explicit, informed) <input type="checkbox"/></p> <p>Describe how consent will be collected and where the relevant proof of consent will be stored</p> | |
| <p>5) Description of the categories of data subjects (Article 31.1(c))</p> <p><i>Whose personal data are being processed?</i></p> | |
| <p>EMSA staff</p> <p>Non-EMSA staff (contractors staff, external experts, trainees)</p> <p>Visitors to EMSA building</p> <p>Relatives of the data subject</p> <p>Family members of EMSA staff are welcomed in the initiative.</p> <p>Other (please specify):</p> | <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>x</p> |
| <p>6) Categories of personal data processed (Article 31.1(c))</p> <p><i>Please tick all that apply and give details where appropriate</i></p> | |
| <p>(a) General personal data:</p> <p>The personal data contains:</p> | |

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| Personal details (name, e-mail address) | <input type="checkbox"/> |
| Education & Training details | <input type="checkbox"/> |
| Employment details | <input type="checkbox"/> |
| Financial details | <input type="checkbox"/> |
| Family, lifestyle and social circumstances | <input checked="" type="checkbox"/> |
| Goods or services provided | <input type="checkbox"/> |
| Other (please give details): Image of staff and their family | <input checked="" type="checkbox"/> |
| (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 checked="" type="checkbox"/> |
| Designated EMSA staff members | <input checked="" type="checkbox"/> |
| Communication team of EMSA. | |
| Designated Contractors' staff members | <input type="checkbox"/> |
| Other (please specify): Images will be used to make EMSA social media communication i.e. will be available to the general public. | |
| 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: | |

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| 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 checked="" type="checkbox"/> |
| Outlook Folder(s) | <input type="checkbox"/> |
| Hardcopy file | <input type="checkbox"/> |
| Cloud (give details, e.g. public cloud) | <input type="checkbox"/> |
| Other (please specify): | |
| 10) Retention time (Article 4(e)) <i>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.</i> | |
| <p>For internal storage purposes, we have a social media folder on the P drive in which EMSA stores photos destined for publication on the social media channels. Category EMSA.6.2 of the EMSA retention list sets that the administrative retention period for files related to actions based on a communication plan to promote EMSA policies and activities among internal or external groups is 2 years. After that period, the files are transferred to the EMSA historical archives. With regard to the publication on social media, the relevant Data protection policies of the channels will apply.</p> | |

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