

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

NAME OF PROCESSING ACTIVITY¹: Speed Networking Initiative for Women

1) Controller(s)² of data processing operation (Article 31.1(a))
<p>Controller: European Maritime Safety Agency (EMSA)</p> <p>Organisational unit responsible³ for the processing activity: 4.1 Human Resources and Internal Support</p> <p>Contact person: Cristina Romay Lopez, Head of Unit 4.1 Human Resources and Internal Support: emsa-women-in-transport-platform@emsa.europa.eu</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: 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 <input type="checkbox"/></p> <p>Contact point at external third party (e.g. Privacy/Data Protection Officer):</p>

3) Purpose of the processing (Article 31.1(b))
<i>Why are the personal data being processed? Specify the rationale and underlying reason for the processing</i>

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?

and describe the individual steps used for the processing.

Within the framework of the Action Plan for Gender balance at EMSA (ARES(2018)3633423), EMSA is committed to increasing the number of female candidates to its open vacancies. In order to increase its attractiveness, the EMSA Women in Transport Network* decided to put in place an initiative called "Speed Networking Initiative for Women".

The "Speed Networking Initiative for Women" consists in offering women interested in a job at EMSA or ultimately in the maritime sector, the opportunity for an informative/informal talk to female employees about their careers in EMSA.

A call for volunteers was organised among EMSA Women in Transport Network members to gather colleagues interested to dedicate some of their working time to this initiative.

A registration form at EMSA website will be available from 9th of May for 2 weeks. The first 20 women applicants will be offered the opportunity to have this informal talk with one of EMSA female staff member. HR will help to match the applicant's field of interest with the professional background of the EMSA counterparts. An online meeting of 20 minutes will be scheduled to offer the female applicant this exclusive opportunity to address questions to a female colleague at EMSA.

This is a pilot experience that can be enlarged in the future.

*the EMSA Women in Transport Network is an informal and volunteer internal network of female staff created to support the Human Resources and Internal Support Unit to implement some of the actions from the Action Plan for Gender Balance at EMSA.

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)



- Under 15.2(e) of the EMSA Founding Regulation, Regulation (EC) No 1406/2002, as amended, the Executive Director shall exercise (e) he/she shall exercise, in respect of the staff, the powers laid down in Article 6(2).
- Action Plan for Gender balance at EMSA (ARES(2018)3633423)

(b) compliance with a legal obligation to which EMSA is subject



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



(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

Applicants to the “Speed Networking Initiative for Women” will be informed of their data rights and the way their data will be handled during the process via the related Privacy Statement. In the act of submitting their application, they are acknowledging their agreement to the processing.

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, applicants) ☒

Visitors to EMSA building ☐

Relatives of the data subject ☐

Other (please specify): Data subjects are the applicants to the Speed Networking Initiative for Women. The initiative is addressed to female professionals or students interested in a career at EMSA or in the maritime sector in general.

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) ☒

Name, Surname, E-mail address, mobile number, gender and nationality

Education & Training details ☒

Language, educational background and field of interest

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 ☐

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 ☒

- Head of Unit 4.1
- HR Officers
- EMSA Women in Transport Network members

The Designated EMSA staff members above have to access and process the data to match the applicant's field of interest with the profile of the EMSA employee to organise the online meeting.

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

☐

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

☒

Outlook Folder(s)



Hardcopy file



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



Servers of external provider



Other (please specify): ARES and EMSA website

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.

The personal data of the applicants will be kept for 2 years and then eliminated.