

Data Protection Statement/Privacy Statement on the processing of personal data in the procedure/context of Use of DG Informatics (DIGIT) platform & modules for the EMSA e-Procurement process

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:

The EMSA e-Procurement process involves usage of EU Commission platforms & modules. These are managed by DG Informatics (DIGIT) and are designed as a one stop shop type of platform which interlinks the different modules:

- PPMT (Annex 1)– procurement preparation management tool to replace TED eTendering, e-Submission – allowing electronic submission
- MyWorkplace – allowing monitoring of submissions, electronic opening, etc.

Proper functioning and full usage (benefiting of all available features) of each module depends on the on-boarding and usage of all, as these are interlinked.

As these modules will be used by all staff members involved in the procurement process in EMSA having access to it via the EU Login. For further information, please check the record of processing activity management of EU Login at EMSA.

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:

Personal details: Name and surname via e-login

Employment details: Work e-mail via e-login

3. Processing the personal data

The processing of the personal data is carried out under the responsibility of the Head of Unit 4.2. Legal, Financial & Facilities Support, acting as delegated EMSA data controller.

Personal data are processed by:

- 4.2. Legal, Financial & Facilities Support Unit
- European Commission - DG Informatics (DIGIT)

My Workspace: DPO Public Register Reference [DPR-EC-06670](#)

[Privacy statements - My Workplace Documentation - EC Extranet Wiki \(europa.eu\)](#)

PPMT: PMT is part of the Commission eProcurement IT systems covered by the DPO record [DPR -EC05067](#))

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- Data subjects themselves: EMSA Staff (Officials, TAs, CAs) and eventually SNEs
- Designated EMSA staff members: EMSA single point of entrance for my workplace
- Other: DG Informatics (DIGIT) staff members and contractors supporting potential technical issues in their platform & modules. Also, if appropriate, access will be given to EU staff with the statutory right to access the data required by their function, i.e. the European Ombudsman, the Civil Service Tribunal, the Internal Audit Service, the European Court of Auditors, OLAF and the European Data Protection Supervisor.

The information concerning Use of DG Informatics (DIGIT) platform & modules for the EMSA e-Procurement process 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.

All personal data related to **Use of DG Informatics (DIGIT) platform & modules for the EMSA e-Procurement process** 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, Head of Unit 4.2. Legal, Financial & Facilities Support.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the Use of DG Informatics (DIGIT) platform & modules for the EMSA e-Procurement process procedure.

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(s) 5a of the Regulation 2018/1725.

The personal data are collected and processed in accordance with Articles 147-149 of the Financial Regulation guaranteeing integrity and confidentiality of tenderers' data.

8. Storing Personal data

EMSA does not keep personal data longer than necessary for the purpose(s) for which that personal data is collected.

For the personal data retention in the systems, please consult their privacy statements.

In the event of a formal appeal, all data held at the time of the formal appeal should be retained until the completion of the appeal procedures.

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 Unit 4.2. Legal, Financial & Facilities Support under the following mailbox: HelpdeskLF@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.