

Data Protection Statement/Privacy Statement on the processing of personal data in the procedure/context of preparation and publication of Human Resources & Internal Support Unit's newsletter

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 operation¹

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

Unit 4.1, Human Resources & Internal Support Unit, publish a newsletter that circulates internally through the EMSA Intranet.

The preparation and publication of the internal newsletter are to improve internal communication, staff interaction and strengthen staff bonds within EMSA. To this end, the Editorial Team process personal data collected from the data subjects to prepare articles for the newsletter publication.

The personal data are generally submitted by the data subjects themselves when they participate in the newsletter production. They participate by writing an article, making a comment, giving an interview, providing or appearing in a photograph that might be related to their tasks and work at EMSA, hobbies, scientific knowledge, social issues, voluntary work, professional experiences, and similar related to the nature and goals mentioned above of the newsletter.

The Editorial Team of the newsletter collects/write the articles together with the data subjects. Other than the language and syntax proofreading, potential text changes are usually given a second authorisation by the data subjects before publication.

The Executive Director gives the final authorisation for publication. The newsletter is published on the EMSA Intranet.

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:

- Personal details: name and surname, e-mail address, nationality, gender,
- Education & Training details: Degrees, Studies background,
- Employment details: Job title, name of employer,
- Family, lifestyle and social circumstances: Portrait and group photos,

There is a possibility that the details of the categories of the data processed are more than the details provided above, as it depends on the published articles.

3. Processing the personal data

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

Personal data are processed by:

- Newsletter Editorial Team is composed by designated staff in the Unit 4.1 and the Graphic Designer of the Executive Office,
- Webmaster.

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- EMSA Staff,
- Non EMSA Staff (Seconded national experts, trainees, contractors' staff),
- Visitors to EMSA building when they have access to EMSA intranet,
- Experts on specific topics that the editorial team of the newsletter might include an article about.

The information concerning **preparation and publication of Human Resources & Internal Support Unit's newsletter** 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 **preparation and publication of Human Resources & Internal Support Unit's newsletter** 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 4.1, Human Resources, and Internal Support.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the preparation and publication of Human Resources & Internal Support Unit's newsletter 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) 5 (a) of the Regulation 2018/1725, a task carried out in the public interest or in the exercise of official authority vested in EMSA.

The personal data are collected and processed in accordance the [Regulation \(CE\) n° 1406/2002 Article 4 \(2\) & 4 \(4\)](#) of the European Parliament and of the Council establishing a European Maritime Safety Agency, as amended.

The publication of the 4.1 Unit's Newsletter aims to improve internal communication, staff interaction, and strengthen staff bonds within EMSA. Thus, increasing the agency's efficiency to perform its tasks.

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 data will be only retained for a maximum period of 10 years and then will be part of EMSA historical archives for permanent preservation.

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 4.1, Human Resources, and Internal Support under the following mailbox: hr.info@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.