

Data Protection Statement/Privacy Statement on the processing of personal data in the procedure/context of Management and organisation of joint workshops between EMSA and ECGFF

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:

The EMSA Founding Regulation (EC) 1406/2002, as amended, states in its Article 2b - "European Cooperation on Coast Guard functions" - that "the Agency shall, in cooperation with the European Border and Coast Guard Agency and the European Fisheries Control Agency, each within their mandate, support national authorities carrying out coastguard functions at national and Union level, and where appropriate, at international level, by inter alia building capacity by elaborating guidelines and recommendations, and by establishing best practices as well as by providing training and exchange of staff".

This broader concept of European cooperation on coast guard functions embraces several activities, which currently also include the work associated with the European Coast Guard Function Forum (ECGFF). In fact, according to the established Tripartite Working Arrangement (TWA) between EMSA, EFCA and Frontex, the Agencies adopt an annual strategic plan (ASP) to implement the TWA. Within this ASP, the Agencies may include as an objective to promote further interagency cooperation with national authorities on coast guard functions at EU and international levels. To this extent, the Agencies cooperate with the ECGFF following the ECGFF Terms of Reference – Annex 3 on "Principles of Cooperation and communication between ECGFF and the Agencies EFCA, EMSA, Frontex". According to this document, one workshop will be funded per Agency if the topic fits into the Agencies' work plans each year.

For the organisation of this workshop, EMSA with the running ECGFF Chairmanship establishes the workshop's theme in accordance with the respective working plans. The letters to invite participants to the workshop are co-signed by the respective EDs and addressed to the Permanent Representation of the Member States to the European Union.

Internally, EMSA assigns the organisation to the workshop to a Business Unit following the workshop chosen theme. The Executive Office supports the organisational aspect of the workshop, including liaising with the ECGFF running Chairmanship and the other EU Agencies.

EMSA is responsible for running the workshop, including external communication, logistics aspects, reimbursement of participants and speakers, and contacting presenters as necessary.

EMSA host the workshop in its conference centre; the collection of personal data of the participants may be needed for security and logistic reasons. Participants invited are requested to register online using an electronic form available on the EMSA extranet (Joomla tool). Via the form, they provide necessary data

¹ Please, provide a brief description of the processing operation and clearly define the purpose(s).

relevant to the reimbursement process and security control (entrance to the building). For registration purposes, participants of the workshops need to sign an attendance list upon arrival for every day.

For virtual or hybrid events, the meeting organiser (EMSA staff member) can record and download the video and the attendees' list from Teams or Zoom. The host shall announce that no recordings of any kind shall be made by the attendees and if participants do not wish their image/voice to be recorded, they shall turn-off their camera and mute their microphone.

Attendance list for signatures and personal badges are generated using relevant data. For professional reasons (network, reports, further professional connections), the attendance list with name, surname, e-mail address and organisation may be shared under request to the guests involved in a particular event.

If applicable, the travel and accommodation expenses incurred will be reimbursed to the guests after the event. The reimbursement file is composed of supporting documents listed in the EMSA Rules on Reimbursement of Expenses to Experts:

- 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)
- the legal entity and the bank account details.

The reimbursement file will be handled by an Administrative Assistant (Unit 4.0) and/or Events Assistants (Unit 4.2), verified by the relevant colleagues in the Legal and Financial Affairs Unit and subsequently signed off by the Authorising Officer of the relevant units, before to final processing by the Accountant. The Events team download the relevant information from Joomla (excel file) and from received e-mails. The attendance list with guests' signatures is included as supporting documents in ARES for the reimbursement files, which are executed via ARES and ABAC.

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: first name, surname, city, country, e-mail, image (for virtual meetings only when recorded)
- Employment details: organisation, e-mail, position held, employer information (name, city, country, address, website, business or sector)
- Financial details: bank account and account holder
- Family, lifestyle and social circumstances: Travel and accommodation details for the reimbursement

3. Processing the personal data

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

Personal data are processed by EMSA, European Coast Guard Function Forum (ECGFF) and Grupo 8-Vigilância E Prevenção Electrónica, S.A

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- Data subjects themselves: EMSA staff and non-staff, participants of the workshops, Ambassadors of the Permanent Representation of the Member States to the European Union.
- Designated EMSA staff members: Staff from the Executive Office and Business Units in charge of the organisation of the workshop, The relevant Administrative Officer (Unit 4.0) and/or Events Assistants (Unit 4.2), the Legal and Finance staff handling the reimbursement of travel costs linked to the meeting, the allowances payment, the Authorising Officer of the relevant units and the Accountant, the Webmaster responsible for Joomla. Occasionally, specialised members of the ICT Unit involved in the management and development of the IT applications.
- Designated Contractors' staff members: the Security Staff managing the reception and the distribution of the event badge for the guests
- Other: - ECGFF running Chairmanship and their staff cooperating with the organisation of the workshop. 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 Management and organisation of joint workshops between EMSA and ECGFF 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 Management and organisation of joint workshops between EMSA and ECGFF 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 the Executive Office.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the Management and organisation of joint workshops between EMSA and ECGFF 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 5 (a) of the Regulation 2018/1725.

The personal data are collected and processed in accordance with:

- EMSA Founding Regulation (EC) 1406/2002, as amended, states in its Article 2b - "European Cooperation on Coast Guard functions" - that "the Agency shall, in cooperation with the European Border and Coast Guard Agency and the European Fisheries Control Agency, each within their mandate, support national authorities carrying out coastguard functions at national and Union level, and where appropriate, at international level, by inter alia building capacity by elaborating guidelines and recommendations, and by establishing best practices as well as by providing training and exchange of staff
- 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.

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 retained as following:

- Data related to organisation of the workshop is retained for 5 years then selected for permanent preservation.
- Experts Reimbursement data (electronic) – 7 years.
- Joomla database – eliminated 1 year after the payment file is complete.
- Paper version for reimbursements – 7 years.
- Paper version for visitors: file eliminated after any business related to the meeting is closed, no more than 6 months after the event.
- For online meetings, the retention of data is described in the system related (Zoom or Teams) record of processing activity.

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 the Executive Office under the following mailbox: events@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.