

RECORDING OF PROCESSING ACTIVITY

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

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NAME OF PROCESSING ACTIVITY: **EMSA-IMO in -person event on Seafarers' Competences for Alternative Fuels and New Technologies**

1) Controller(s)¹ of data processing operation (Article 31.1(a))
Controller: European Maritime Safety Agency (EMSA) Organisational unit responsible for the processing activity: Head of Unit 1.2, Visits and Inspections, Human Element; E-mail: administrative.seafarersplat@emsa.europa.eu EMSA Data Protection Officer (DPO): Radostina Nedeva-Maegerlein: dpo@emsa.europa.eu
2) Who is actually conducting the processing? (Article 31.1(a))²
The data is processed by EMSA itself ☒ The organisational unit conducting the processing activity is: Unit 1.2, Visits and Inspections The data is processed by a third party (contractor) or the processing operation is conducted together with an external third party: ☐

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 and describe the individual steps used for the processing.</i>
The purposes of the processing of personal data are linked to the fact that the maritime sector is undergoing a significant transition towards the adoption of cleaner and more sustainable fuels. The shift to alternative fuels such as ammonia, batteries, methanol, and hydrogen and correspondent new technologies is crucial for reducing greenhouse gas emissions and ensuring compliance with international standards. In this context, collaboration among stakeholders is critical to address the associated challenges and to establish a coherent and harmonised approach to the implementation of safe handling of alternative fuels in the shipping industry. Furthermore, the introduction of alternative fuels presents new safety challenges which must be proactively addressed through appropriate measures, including the training of those operating such ships. Taking the above into consideration, EMSA and the International Maritime Organization (IMO) in collaboration with the World Maritime University (WMU) are organising an event on seafarers' competences

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?

in relation to alternative fuels and related technologies. This event builds upon the methodology and outcomes of the TRAINALTER study and the broader context of regional events organised by the IMO and WMU on the subject as well as the current work being undertaken at IMO level.

This in-person event will gather experts from Europe, the Mediterranean area, Africa and the Middle East. The event will also be closely aligned with the recommendations of the Maritime Just Transition Task Force (MJTTF), established in 2021 by the International Chamber of Shipping (ICS), International Transport Workers' Federation (ITF), the Secretariat of the International Maritime Organization (IMO), International Labour Organization (ILO), and United Nations Global Compact (UNGC).

The event will comprise five days and will include three days of a training session and a seminar, which will run in parallel. You will find enclosed for your reference the agenda.

EMSA and IMO invite two representatives from the EU Member States, Ukraine, Albania, Montenegro, Norway and Iceland. Each State is invited to designate one nominee for the training session and one nominee for the seminar. When nominating the representatives, States are encouraged to identify experts from the maritime administration and maritime education and training institutions who would benefit most from participation in either the seminar or the training session.

The personal data processed will be limited to the purposes of the event and will include essentially lists of participants with their professional e-mail addresses, positions at the Administrations and financial details for receipt of payments of reimbursement of expenses incurred.

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) ☒
- (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 ☐

Important Note

Consent may not be the most appropriate legal basis, in particular in the employment context. However, if you wish to use consent as legal basis, ensure that it complies with the following: it must be freely given, specific, informed and unambiguous consent. Contact the DPO if you need further clarifications.

- (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

5) Description of the categories of data subjects (Article 31.1(c)) <i>Whose personal data are being processed?</i>	
EMSA staff	☐
Non-EMSA staff (External experts, participants)	☒
Visitors to EMSA building	☒
Relatives of the data subject	☐
Other (please specify):	
6) Categories of personal data processed (Article 31.1(c)) <i>Please tick all that apply and give details where appropriate</i>	
(a) General personal data: The personal data contains:	
Personal details (name, e-mail address etc)	☒
Education & Training details	☐
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 ☐

Important Note

If you have ticked any of the sensitive data boxes, please contact the DPO before processing the data further.

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 ☒

Designated Contractors' staff members ☐

Other (please specify): Designated staff members of WMU and IMO.

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 ☒

Data are transferred to International Organization: IMO/WMU. Transfer safeguards applicable.

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 ☐

Important Note

If no safeguards are applicable, please contact the DPO before processing the data further.

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):

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.

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 in accordance with EMSA Records Management Policy and Procedure as follows:

8.2.8.B Experts Reimbursement – ART - 7 years;

Joomla database – eliminated 1 year after the payment file is complete;

Paper version for reimbursements: EMSA.8.2.8.B Experts Reimbursement – ART - 7 years;

Paper version for visitors: file eliminated after 6 months of the closure of any activity related to the meeting;

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.

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