

Data Protection Privacy Statement

on the processing of personal data in the context of providing an insurance policy and assistance covering the risks in connection with work-related travel

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 (EU) No. 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 (EU) No. 2018/1725.

1. Nature and the purpose(s) of the processing operation

The purpose(s) of the processing of personal data is to provide an insurance policy and related assistance covering the risks in connection with work-related travel primarily of EMSA staff members. Trainees and external experts may on occasion be asked to go on mission for EMSA. For practical reasons, EMSA may also organise the missions for representatives from third countries.

Staff are covered under the policy in regard to medical assistance, luggage and personal/professional effects, early return/extended stay, life/invalidity insurance and legal assistance during an official mission for which an official mission statement is issued EMSA. The insurance & assistance cover lasts from the beginning to the end of the mission according to the dates mentioned on the mission order or equivalent.

In normal circumstances for regular missions, no personal data is transmitted to the insurer. It is only in the case that a claim is to be made in one of the situations mentioned above, subsequent to the mission, that a staff member must submit a claim form to the insurer with a limited amount of personal data. In the event of a mission to a high-risk location, certain personal data must be provided up front.

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 of staff member, personal number, grade, unit, department. In the event of missions to high-risk destinations, the date of birth of the traveller will also be provided to the contractor.
- Employment details: Name the employer and job title.
- Financial Details: Bank account in case the staff member makes a claim.

3. Processing the personal data

The processing of the personal data is carried out under the responsibility of the Head of Unit 4.1. Human Resources and Internal Support acting as delegated EMSA data controller.

- Personal data are processed by members of the Missions Team/Bureau of the Executive Director,
- HR Officer/Senior HR Officer acting as project officer for the management of the insurance contract
- Relevant staff working for the insurance company itself (CIGNA International Health Services).

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- Staff going on missions
- Members of the Missions Team/Bureau of the Executive Director involved with the organisation of missions
- HR Officer/Senior HR Officer acting as project officer for the management of the insurance contract
- Relevant staff working for the insurance company itself
- 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, the European Public Prosecutor's Office and the European Data Protection Supervisor

The information concerning personal data processing in the context of providing an insurance policy and assistance covering the risks in connection with work-related travel 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.

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 (EU) No. 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, the Head of the Unit 4.1 Human Resources and Internal Support.

The right of rectification can only apply to inaccurate or incomplete factual data.

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 (EU) No. 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 (EU) No. 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., providing that: (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).

Processing is necessary for the performance of tasks carried out in the public interest on the basis of Regulation (CE) n° 1406/2002 of the European Parliament and of the Council and establishing a European Maritime Safety Agency (as amended), in particular Articles 2 and 3.

8. Storing Personal data

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

In the context of mission organisation, the relevant retention period is 7 years in line with the guidelines on Mission information management in EMSA's Records Management Policy and Procedures.

9. Data protection points of contact

Should data subjects have any queries/questions concerning the processing of their personal data, they should address them to the data controller, the Head of Unit 4.1. Human Resources and Internal Support.

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.