

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

NAME OF PROCESSING ACTIVITY<sup>1</sup>: **Survey conducted as part of an industry hearing on the study for ammonia fuelled ships developed under EMSA/OP/6/2023**

<b>1) Controller(s)<sup>2</sup> of data processing operation (Article 31.1(a))</b>
<p>Controller: European Maritime Safety Agency (EMSA)</p> <p>Organisational unit <b>responsible</b><sup>3</sup> for the processing activity: Unit 2.1 Safety &amp; Security</p> <p>Contact person: Mónica Ramalho – Unit 2.1 Safety &amp; Security</p> <p>Data Protection Officer (DPO): Radostina Nedeva-Maegerlein: <a href="mailto:dpo@emsa.europa.eu">dpo@emsa.europa.eu</a></p>
<b>2) Who is actually conducting the processing? (Article 31.1(a))<sup>4</sup></b>
<p>The data is processed by EMSA itself <span style="float: right;"><input type="checkbox"/></span></p> <p>The organisational unit conducting the processing activity is: Unit 2.1 Safety &amp; Security</p>
<p>The data is processed by a third party (contractor) or the processing operation is conducted together with an external third party <span style="float: right;"><input checked="" type="checkbox"/></span></p> <p>ABS, EMSA's contractor under OP/6/2023</p> <p>Contact point at external third party (e.g. Privacy/Data Protection Officer): Dafni Sofiadi <a href="mailto:DSofiadi@eagle.org">DSofiadi@eagle.org</a></p>

<b>3) Purpose of the processing (Article 31.1(b))</b>
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<sup>1</sup> **Personal** data is any information relating to an identified or identifiable natural person, i.e. someone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity. This information may, for example, be the name, date of birth, a telephone number, biometric data, medical data, a picture, professional details, etc.

**Processing** means any operation or set of operations which is performed on personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

<sup>2</sup> In case of more than one controller (e.g. joint operations), all controllers need to be listed here

<sup>3</sup> This is the unit that decides that the processing takes place and why.

<sup>4</sup> Is EMSA itself conducting the processing? Or has a provider been contracted?

*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.*

ABS, EMSA's contractor under OP/6/2023, will run a survey using the EU Survey platform as requested and part of the service contract to conduct an industry hearing on the Study Investigating the Safety of Ammonia as Fuel on Ships.

The study sets up the basis to develop a Guidance for ships using ammonia as fuel using a structured set of safety assessments and reliability analysis of ammonia systems', equipment and components. The Guidance should assist the industry and regulators towards safe and harmonised deployments of the relevant technology using this fuel.

The contractor developed a survey, reviewed by EMSA, to collect comments on the study results from relevant industry parties.

The contractor is expected to evaluate the comments received against the results of the study.

The participation in the survey is voluntary and no personal data will be processed unless the participant provides contact details, in which case the survey responses will be no longer anonymous. The contact information will be used for potential follow-up interview or questions on their input and for invitation to a Workshop on the overall results of the industry hearing,

The survey is to be launched in July 2025 and be open to collect answers at the latest until the end of October 2025.

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) ☒  
(Examples of legal basis: e.g. Article 2 'Core tasks of the Agency', par.4 b) EMSA founding regulation )
- (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 ☐
- (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))

*Whose personal data are being processed?*

EMSA staff	<input type="checkbox"/>
Non-EMSA staff (contractors staff, external experts, trainees)	<input checked="" type="checkbox"/>
Participants will be part of groups of relevant industry stakeholders, including but not limited to:	
<ul style="list-style-type: none"> <li>• Maritime Administrations</li> <li>• Ship and system designers</li> <li>• Process engineers</li> <li>• Engine manufacturers</li> <li>• Shipyards</li> <li>• Operators</li> <li>• Classification Societies</li> </ul>	
Visitors to EMSA building	<input type="checkbox"/>
Relatives of the data subject	<input type="checkbox"/>
Other (please specify):	
<b>6) Categories of personal data processed (Article 31.1(c))</b> <i>Please tick all that apply and give details where appropriate</i>	
<b>(a) General personal data:</b> The personal data contains:	
Personal details (name, address etc)	<input checked="" type="checkbox"/>
Name and Surname	
Education & Training details	<input type="checkbox"/>
Employment details	<input checked="" type="checkbox"/>
Name of their organisation and work e-mail address	
Financial details	<input type="checkbox"/>
Family, lifestyle and social circumstances	<input type="checkbox"/>
Goods or services provided	<input type="checkbox"/>

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 ☐

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):

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 ☒

**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 ☐

**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.*

The contractor ABS and EMSA will retain the data until the end of the contract in December 2025 and until the publication of the Guidance, respectively. This retention will enable following up on comments received until the final text is published.