

Data Protection Statement/Privacy Statement on the processing of personal data in the context of the Staff Satisfaction Survey

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 operation

The purpose of this processing activity is to manage staff satisfaction surveys, which are generally conducted every two years as a key feedback mechanism for evaluating the Human Resources (HR) strategy. Based on the survey results, the Human Resources and Internal Support Unit prepares a report assessing overall job satisfaction, identifying improvements since previous surveys, and proposing future actions.

To administer the survey, all staff members—including officials, temporary agents, contract agents, and seconded national experts—are invited to participate. The processing of personal data is limited to names, surnames, and professional email addresses, used solely for sending individual invitations. Within the EU Survey platform, these details are encoded to generate personalised invitations.

The surveys themselves remain fully anonymous. To ensure anonymity, respondents access the survey in "anonymous survey mode" using the EU Login Password (IP address is not stored in the EU Survey). Participation is voluntary and the survey design minimises any risk of participant identification.

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:

General personal data:

- Personal details: Name and Surname
- Employment details: professional email address

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.

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- Designated EMSA staff members: Creator of the survey in the Unit 4.1

The information in question will not be communicated to third parties, except where necessary for the purpose 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 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 Unit 4.1, Human Resources and Internal Support.

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 of the personal data is based on Article 5 (a) of the Regulation 2018/1725 in accordance to Article 2.1.1.2 (Ensure Staff engagement/Retention) of the [HR strategy](#), adopted in 2023.

8. Storing Personal data

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

Personal data will be deleted from the EU Survey when EMSA closes the survey for participation.

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.

