

**Data Protection Statement/Privacy Statement on the processing of personal data in the
procedure/context of System Administration of the Ship Web User Interface of the Union Maritime
Information and Exchange System (SafeSeaNet)**

The protection of privacy is of high importance to the European Maritime Safety Agency ('EMSA') which is responsible for the personal data it processes. Therefore, EMSA is committed to respecting and protecting the personal data of every individual and to ensuring efficient exercising of data subject's rights. All personal data, 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 the Union Maritime Information and Exchange System (SafeSeaNet - SSN) is an electronic platform designed to facilitate the exchange of vessel and voyage-related information among designated participants within the European Union. The primary objective of SSN is to support EU and Member State activities by enabling the receipt, storage, retrieval, and exchange of critical maritime data to ensure maritime safety, port and maritime security, marine environmental protection, and the overall efficiency of maritime traffic and transport operations.

The SafeSeaNet web user interface for ships is specifically used for the submission and consultation of Ship Reporting System (SRS) reports, including responses from Coastal Station (CST) authorities. Access to the system and its features is based on predefined roles and access rights, which are assigned by SSN administrators at the national or EU levels, and by the central SSN administrator.

The system provides functionalities to manage user accounts lifecycle (creation, modification and retirement of accounts).

Accounts lifecycle management is handled by the following types of administrators:

- Application Administrators (EMSA): can manage accounts for all Member States and Institutions
- National Administrators (Member States): can manage accounts only within his own Member State/Institution

For user accounts, the following data is stored:

- accountID (AKA userID)
- Name (First, Last)
- E-mail address
- Member State
- Organisation
- Application Profiles and Roles
- Vessel details (IMO, MMSI, Ship Name, Call sign)

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

The Unit 3.1 is responsible for the general system administration and maintenance of the The Union Maritime Information and Exchange System (SafeSeaNet - SSN).

Activities are limited to:

- Maintenance and Operation of the technical components of the system (servers, database, application and surrounding technical components)
- Data storage
- Access to the data is only in the scope of the operational tasks

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: accountID (AKA userID), Name (First, Last)
- Employment details: E-mail address, Member State, Organisation

3. Processing the personal data

The processing of the personal data is carried out under the responsibility of the Head of Department 3 - Digital Services and Simplification, acting as delegated EMSA data controller.

Personal data are processed by Unit 3.1.

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- Data subjects themselves
- Designated EMSA staff members (SSN administrators)
- EU MS public authorities responsible for Ship Reporting Systems (SRS)

The information concerning Ship Web User Interface of the Union Maritime Information and Exchange System (SafeSeaNet) 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, but third countries may have access to this data in the scope of the operational tasks related to Ship Reporting Systems (i.e. third countries being part of Ship Reporting Systems together with EU Member States)

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 Ship Web User Interface of the Union Maritime Information and Exchange System (SafeSeaNet) 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 Department 3 - Digital Services and Simplification.

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 Service Catalogue: Maritime Digital Services (internal document).

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 user account is disabled by the administrators and personal data is marked as not available in the system interface. The personal data is being retained by EMSA for no longer than is necessary for the purposes for which the personal data are processed.

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.

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 Department 3 - Digital Services and Simplification under the following mailbox: dpo-queries-dept3@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.