

## **Privacy Statement on the processing of personal data in the context of Website and Extranet Services**

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 (EU) 2018/1725 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 October 2018 On the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (EU DPR). 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(s) of the processing of personal data is/are: communication and organisation of EMSA tasks-related activities. Personal data is collected via our contact form for the purpose of managing notification and replies. We also collect personal data from subscribers to our newsletter for automatic distribution purposes or from participants to our events for registration purposes. Each of those operations is subject to a separate consent form or specific Privacy statement.

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: name, surname, e-mail address, phone, company, address, postcode, town, country, place of departure (for EMSA events registration only).

### **3. Processing the personal data**

The processing of the personal data is carried out under the responsibility of the Head of the Executive Office, acting as delegated EMSA data controller.

Personal data may be processed by contractors or other EU Institutions acting as processors.

### **4. Access to and disclosure of personal data**

The personal data 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.

All personal data related to EMSA website and extranet 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 legitimate 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 number 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 the Executive Office.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the Website and Extranet.

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 number 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(s) 5 1.a) of the Regulation number 2018/1725 namely:

- a) *processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body (i.e. EMSA);*

## 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 data will be only retained for a maximum periods set in accordance with EMSA Records Management Policy and Procedure.

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 the Executive Office under the following mailbox: [information \[at\] emsa.europa.eu](mailto:information@emsa.europa.eu)

Any data subject may also consult EMSA Data Protection Officer at: [DPO@emsa.europa.eu](mailto: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](mailto:edps@edps.europa.eu).