

Data Protection Statement/Privacy Statement on the processing of personal data in the procedure/context of EMSA facilitation in obtaining a Permanent Portuguese Health Number (SNS – Numero de Utente) for EMSA staff and family members

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 operation¹

The purpose(s) of the processing of personal data is/are:

EMSA acted as a facilitator in obtaining permanent PT Health Number (SNS number) for staff and family members vaccinated through the process organised with the PT Authorities (MNE and DGS) (please see emsa.4.1(2022)790075) during the year of 2021.

Staff and family members received a provisional SNS number which was provided temporarily during the vaccination process and then deleted. For those staff members wishing to convert their provisional numbers into a definitive number, a process was organised by EMSA with the relevant PT Health authorities.

Once the General Health Directorate of the Ministry of Health (Direção-Geral da Saúde (DGS-SNS) made the conversion of the SNS number into a permanent number, EMSA informed the staff number that the process is concluded and of their final number.

- Full name;
- Address;
- Nationality;
- PT mobile number;
- Email;
- Date of birth;
- Diplomatic ID number and validity;
- Confirmation that the individual was vaccinated via the intervention of EMSA and the PT Ministry of Foreign Affairs;
- Agreement to share the information with the relevant PT authorities
- Copy of Diplomatic ID

EMSA will not reuse the personal data for another purpose that is different to the one stated above.

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

2. Categories/types of personal data processed

The categories/types of personal data processed are the following:

- Personal details: Full name, address, e-mail address, diplomatic ID number and validity, nationality, mobile phone number, copy of Diplomatic ID card, final SNS number
- Data concerning health: Confirmation that the individual was vaccinated via the intervention of EMSA and the PT Ministry of Foreign Affairs

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:

- Unit 4.1, Human Resources and Internal Support
- Portuguese Ministry of Foreign Affairs
- Portuguese Ministry of Health/ DGS

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

Only a very limited number of staff members within the Human Resources and Internal Support Unit who are involved in assembling the data and forwarding it to the PT Health authorities.

- The Senior Project Officer responsible for the implementation of the Seat Agreement
- The Assistant responsible for the implementation of the Seat Agreement
- One HR Leave Manager

Relevant staff at the Portuguese Ministry of Foreign Affairs who receive the data from EMSA and relevant staff at the Directorate General for Health issuing the SNS numbers to staff and family members

The information concerning EMSA facilitation in obtaining a Permanent Portuguese Health Number (SNS – Numero de Utente) for EMSA staff and family members 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.

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 facilitation in obtaining a Permanent Portuguese Health Number (SNS – Numero de Utente) for EMSA staff and family members 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.

Unit 4.1. staff members dealing with personal data in the context of the EMSA facilitation in obtaining a Permanent Portuguese Health Number (SNS – Numero de Utente) for EMSA staff and family members procedures, at any stage, sign a confidentiality declaration that is kept in ARES.

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, the Head of 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 is based on Article 5 (a) and 10(b) of the Regulation 2018/1725.

The personal data are collected and processed in accordance with:

- Under 15.2(e) of the EMSA Founding Regulation, Regulation (EC) No 1406/2002, as amended, the Executive Director shall exercise (e) he/she shall exercise, in respect of the staff, the powers laid down in Article 6(2). As part of the duty of care incumbent upon the Executive Director as Appointing Authority staff need to be assisted during disruptions affecting the normal functioning of EMSA and which may have consequences for the health and wellbeing of the staff.
- Article 1(e) (2) of the Staff Regulations of officials according to which "Officials in active employment shall be accorded working conditions complying with appropriate health and safety standards at least equivalent to the minimum requirements applicable under measures adopted in these areas pursuant to the Treaties"

8. Storing Personal data

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

EMSA will delete the personal data by 31/03/2022. Some data will be kept for statistical purposes only.

After 31/03/2022, in the case of newcomer's or other colleague needs EMSA assistance, EMSA will delete the data no longer than 6 months that the Permanente Numero de Utente is attributed to the staff member.

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, the Head of Unit 4.1, Human Resources and Internal Support, under the following mailbox: protocol@[emsa.europa.eu](mailto:protocol@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.