

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

NAME OF PROCESSING ACTIVITY<sup>1</sup>: Greening Awards Initiative

<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: 0.0 Executive Office</p> <p>Contact person: Francesco Dattis</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 <input checked="" type="checkbox"/></p> <p>The organisational unit conducting the processing activity is: 0.0 Executive Office</p> <hr/> <p>The data is processed by a third party (contractor) or the processing operation is conducted together with an external third party: <input checked="" type="checkbox"/></p> <p>EFCA</p> <p>Contact point at external third party (e.g. Privacy/Data Protection Officer): <a href="mailto:EFCA_dpo@efca.europa.eu">EFCA_dpo@efca.europa.eu</a></p> <p>FRONTEX</p> <p>Contact point at external third party (e.g. Privacy/Data Protection Officer): <a href="mailto:dataprotectionoffice@frontex.europa.eu">dataprotectionoffice@frontex.europa.eu</a></p>

<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?

3) Purpose of the processing (Article 31.1(b))

*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.*

In the context of the implementation of the European Green Deal at Member State level, sustainability is now a core part of the operational work of many coast guard activities. National Authorities and EU Agencies alike are bound by the collective efforts required by the European Green Deal to establish and implement greening best practices, to adopt greening procedures in their respective management systems, and to make a sustainable use of their resources to the greatest possible extent.

The Greening Award Initiative is a competition organised by EMSA, EFCA and FRONTEX where members of national coast guard authorities may submit projects within the following award categories: greening operations, outreach and awareness raising and greening at work.

The personal data processed is used to validate the identity of the participant and his/her organisation, analyse and evaluate the project as well and assist the participants in eventual queries sent via our official channels.

Participants submit their applications through the online application form available on [Welcome to ECGHP | European Cooperation on Coast Guard Functions \(europa.eu\)](#).

The online form may include a description of the project with as much information as the participants judge necessary for the organisers to evaluate their application, including supplementary material such as photographs, video recordings, links to third party websites, reports, etc.

By submitting their application, the participants agree to the eventual divulgation and publication of images and information on the projects for promotional purposes on the websites of EMSA, EFCA and FRONTEX, and their social media channels.

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)



EMSA Founding Regulation (EC) 1406/2002, as amended, states in its Article 2b - "European Cooperation on Coast Guard functions" - that "the Agency shall, in cooperation with the European Border and Coast Guard Agency and the European Fisheries Control Agency, each within their mandate, support national authorities carrying out coastguard functions at national

and Union level, and where appropriate, at international level, by inter alia building capacity by elaborating guidelines and recommendations, and by establishing best practices as well as by providing training and exchange of staff.

- (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) ☐

5) Description of the categories of data subjects (Article 31.1(c))

*Whose personal data are being processed?*

- EMSA staff ☐
- Non-EMSA staff (contractors staff, external experts, trainees) ☒
- Applicants for the award are members of the Coast Guard Authorities
- Visitors to EMSA building ☐
- Relatives of the data subject ☐
- Other (please specify):

6) Categories of personal data processed (Article 31.1(c))

*Please tick all that apply and give details where appropriate*

(a) **General personal data:**

The personal data contains:

- Personal details (name, address etc) ☒
- Name, Surname
- Education & Training details ☐
- Employment details ☒

Employer name, Country, 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): photos	
<b>(b) Sensitive personal data (Article 10)</b>	
The personal data reveals:	
Racial or ethnic origin	<input type="checkbox"/>
Political opinions	<input type="checkbox"/>
Religious or philosophical beliefs	<input type="checkbox"/>
Trade union membership	<input type="checkbox"/>
Genetic, biometric or data concerning health	<input type="checkbox"/>
Information regarding an individual's sex life or sexual orientation	<input type="checkbox"/>
<b>7) Recipient(s) of the data (Article 31.1 (d))</b>	
<i>Recipients are all parties who have access to the personal data</i>	
Data subjects themselves	<input type="checkbox"/>
Managers of data subjects	<input type="checkbox"/>
Designated EMSA staff members (in a need to know basis)	<input checked="" type="checkbox"/>

Designated Contractors' staff members

☐

Other (please specify): Staff members of EFCA and FRONTEX (in a need to know basis)

**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): EFCA and FRONTEX servers

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 data will be retained for one year after the Annual European Coast Guard Event 2024, event where the award will be announced.