

TEMPLATE FOR RECORDING OF PROCESSING ACTIVITY

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

NAME OF PROCESSING ACTIVITY¹: Management and organisation of joint workshops between EMSA and ECGFF

1) Controller(s) ² of data processing operation (Article 31.1(a))
<p>Controller: European Maritime Safety Agency (EMSA)</p> <p>Organisational unit responsible³ for the processing activity: Executive Office</p> <p>Contact person: Francesco Dattis</p> <p>Data Protection Officer (DPO): Radostina Nedeva-Maegerlein: dpo@emsa.europa.eu</p>
2) Who is actually conducting the processing? (Article 31.1(a)) ⁴
<p>The data is processed by EMSA itself <input checked="" type="checkbox"/></p> <p>The organisational unit conducting the processing activity is: 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 [indicate third party] <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> European Coast Guard Function Forum (ECGFF) <p>Contact point at external third party (e.g. Privacy/Data Protection Officer): The contact details can be found at this page: Homepage (europa.eu)</p> <ul style="list-style-type: none"> Grupo 8-Vigilância E Prevenção Electrónica, S.A

¹ **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.

² In case of more than one controller (e.g. joint operations), all controllers need to be listed here

³ This is the unit that decides that the processing takes place and why.

⁴ Is EMSA itself conducting the processing? Or has a provider been contracted?

Contact point at the contractor (e.g. Privacy/Data Protection Officer): dpo@grupo8.pt

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.

The 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".

This broader concept of European cooperation on coast guard functions embraces several activities, which currently also include the work associated with the European Coast Guard Function Forum (ECGFF). In fact, according to the established Tripartite Working Arrangement (TWA) between EMSA, EFCA and Frontex, the Agencies adopt an annual strategic plan (ASP) to implement the TWA. Within this ASP, the Agencies may include as an objective to promote further interagency cooperation with national authorities on coast guard functions at EU and international levels. To this extent, the Agencies cooperate with the ECGFF following the ECGFF Terms of Reference – Annex 3 on "Principles of Cooperation and communication between ECGFF and the Agencies EFCA, EMSA, Frontex". According to this document, one workshop will be funded per Agency if the topic fits into the Agencies' work plans each year.

For the organisation of this workshop, EMSA with the running ECGFF Chairmanship establishes the workshop's theme in accordance with the respective working plans. The letters to invite participants to the workshop are co-signed by the respective EDs and addressed to the Permanent Representation of the Member States to the European Union.

Internally, EMSA assigns the organisation to the workshop to a Business Unit following the workshop chosen theme. The Executive Office supports the organisational aspect of the workshop, including liaising with the ECGFF running Chairmanship and the other EU Agencies.

EMSA is responsible for running the workshop, including external communication, logistics aspects, reimbursement of participants and speakers, and contacting presenters as necessary.

EMSA host the workshop in its conference centre; the collection of personal data of the participants may be needed for security and logistic reasons. Participants invited are requested to register online using an electronic form available on the EMSA extranet (Joomla tool). Via the form, they provide necessary data relevant to the reimbursement process and security control (entrance to the building). For registration purposes, participants of the workshops need to sign an attendance list upon arrival for every day.

For virtual or hybrid events, the meeting organiser (EMSA staff member) can record and download the video and the attendees' list from Teams or Zoom. The host shall announce that no recordings of any kind shall be made by the attendees and if participants do not wish their image/voice to be recorded, they shall to turn-off their camera and mute their microphone.

Attendance list for signatures and personal badges are generated using relevant data. For professional reasons (network, reports, further professional connections), the attendance list with name, surname, e-mail address and organisation may be shared under request to the guests involved in a particular event.

If applicable, the travel and accommodation expenses incurred will be reimbursed to the guests after the event. The reimbursement file is composed of supporting documents listed in the EMSA Rules on Reimbursement of Expenses to Experts:

- documents proving the price of the travel for the flight (e.g. e-ticket, copy of the travel Agency invoice) or of any other mode of public transport such as train or bus (e.g. copy of the ticket)
- the legal entity and the bank account details.

The reimbursement file will be handled by an Administrative Assistant (Unit 4.0) and/or Events Assistants (Unit 4.2), verified by the relevant colleagues in the Legal and Financial Affairs Unit and subsequently signed off by the Authorising Officer of the relevant units, before to final processing by the Accountant. The Events team download the relevant information from Joomla (excel file) and from received e-mails. The attendance list with guests' signatures is included as supporting documents in ARES for the reimbursement files, which are executed via ARES and ABAC.

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) ☒

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Decision of EMSA Executive Director No 2007/19 Relating to the Reimbursement of Travel, Subsistence and Other Expenses to Experts and Candidates in Recruitment Procedures and amended by ED Decisions No. 2008/24, 2008/37, 2010/18, 2012/018, 2013/028, 2015/002 and 2018/36.

- (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) ☐

Describe how consent will be collected and where the relevant proof of consent will be stored

Data Subjects are informed about their rights via the following disclaimer available at all stages of the online registration and reimbursement claim process:

Personal data protection

The processing of personal data in the Community institutions and bodies like agencies is regulated

by Regulation (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. Read the rules related to personal data protection.

In addition, the relevant Privacy Statement is available via a link at the registration site and EMSA webpage.

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

Whose personal data are being processed?

EMSA staff ☒

Officials, TAs, CAs

Non-EMSA staff (contractors staff, external experts, trainees) ☒

SNEs, Trainees and Interims

Visitors to EMSA building ☒

Participants of the workshops

Relatives of the data subject ☐

Other (please specify):

Participants of the workshops if hybrid or remote event

Ambassadors of the Permanent Representation of the Member States to the European Union

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: first name, surname, city, country, e-mail, image (for virtual meetings only when recorded)



Education & Training details ☐

Employment details: organisation, e-mail, position held, employer information (name, city, country, address, website, business or sector) ☒

Financial details: bank account and account holder ☒

Family, lifestyle and social circumstances ☒

Travel and accommodation details for the reimbursement

Goods or services provided ☐

Other (please give details):

(b) **Sensitive personal data** (Article 10)

The personal data reveals:

Racial or ethnic origin ☐

Political opinions ☐

Religious or philosophical beliefs ☐

Trade union membership ☐

Genetic, biometric or data concerning health ☐

Information regarding an individual's sex life or sexual orientation ☐

7) Recipient(s) of the data (Article 31.1 (d))

Recipients are all parties who have access to the personal data

Data subjects themselves ☒

- The attendance list may be shared upon request for the participants of the same meeting.

Managers of data subjects

☐

Designated EMSA staff members: ☒

- Staff from the Executive Office and Business Units in charge of the organisation of the workshop
- The relevant Administrative Officer (Unit 4.0) and/or Events Assistants (Unit 4.2).
- the Legal and Finance staff handling the reimbursement of travel costs linked to the meeting, the allowances payment.
- The Authorising Officer of the relevant units and the Accountant.
- The Webmaster responsible for Joomla.
- occasionally, specialised members of the ICT Unit involved in the management and development of the IT applications.

Designated Contractors' staff members

☒

- The Security Staff managing the reception and the distribution of the event badge for the guests

Other (please specify):

- ECGFF running Chairmanship and their staff cooperating with the organisation of the workshop.
- also if appropriate, access will be given to EU staff with the statutory right to access the data required by their function, i.e. the European Ombudsman, the Civil Service Tribunal, the Internal Audit Service, the European Court of Auditors, OLAF and the European Data Protection Supervisor.

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	<input type="checkbox"/>
Standard Contractual Clauses	<input type="checkbox"/>
Binding Corporate Rules	<input type="checkbox"/>
Memorandum of Understanding between public authorities	<input type="checkbox"/>

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 (with restricted access to EMSA designated staff)	<input checked="" type="checkbox"/>
Outlook Folder(s) (with restricted access to EMSA designated staff)	<input checked="" type="checkbox"/>
Hardcopy file (archived and filed according to Document Management Rules)	<input checked="" type="checkbox"/>
Cloud (give details, e.g. public cloud)	<input type="checkbox"/>
Servers of external provider	<input type="checkbox"/>

Other (please specify): Joomla database (EMSA Server), ARES and ABAC, servers of ECGFF.

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.

- Data related to organisation of the workshop is retained for 5 years then selected for permanent preservation
 - Experts Reimbursement data (electronic) – 7 years.

- Joomla database – eliminated 1 year after the payment file is complete.
 - Paper version for reimbursements – 7 years.
- Paper version for visitors: file eliminated after any business related to the meeting is closed, no more than 6 months after the event.
- For online meetings, the retention of data is described in the system related (Zoom or Teams) record of processing activity.