

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

NAME OF PROCESSING ACTIVITY¹: **Survey to evaluate current evacuation strategies on passenger ships**

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: Unit 2.1 Safety and Security</p> <p>Contact person: Nicolas Charalambous - Unit 2.1 Safety and Security</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 type="checkbox"/></p> <p>The organisational unit conducting the processing activity is: Unit 2.1 Safety and Security</p>
<p>The data is processed by a third party (contractor) <input checked="" type="checkbox"/> or the processing operation is conducted together with an external third party</p> <p>EMSA's contractor called DNV SE using the Zoho Survey Platform</p> <p>Contact point at external third party (e.g. Privacy/Data Protection Officer): Nina Kähler nina.kaehler@dnv.com</p>

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

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.

DNV SE, EMSA's contractor, will organise a survey using Zoho Survey Platform, for which they hold a licence, to complete Specific Contract 1, which is part of implementing the Framework Contract 2024/EMSA/2024/OP/0014.

The contractor developed a comprehensive questionnaire reviewed by EMSA to evaluate current evacuation strategies on passenger ships. They have structured this questionnaire to analyse lessons learned from real-life scenarios where evacuation procedures were implemented, and life-saving appliances were utilised.

The survey aims to capture perceived hazards and challenges experienced by key stakeholders, including crew members on cruise ships, shipping companies, shipbuilders, designers, classification societies, maritime administrations, P&I clubs, and equipment manufacturers. The contractor is expected to use robust analytical techniques to process the collected data, with the objective of identifying potential areas for improvement in the design and operational aspects of passenger ships, particularly in evacuation scenarios. The final report for this task will provide preliminary recommendations to enhance evacuation design, procedures, and life-saving equipment.

The survey is anonymous, and the participation is voluntary. No personal data is being processed unless the participant provides contact information for a potential follow-up interview, in which case, the survey responses will no longer be anonymous.

The survey is to be launched at the end of 2024 and be open to collect answers until middle of 2025.

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) ☒
(Examples of legal basis: e.g. Article 2 'Core tasks of the Agency', par.4 b) EMSA founding regulation)
The study supports EMSA's Strategic Priority as was set in the 5-year strategy 2020-2024 is contribute to higher maritime safety standards, anticipate new maritime safety challenges and expectations and provide knowledge-based solutions with the aim of contributing to the reduction of marine casualties and human loss.
- (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

5) Description of the categories of data subjects (Article 31.1(c)) <i>Whose personal data are being processed?</i>	
EMSA staff	<input type="checkbox"/>
Non-EMSA staff (contractors staff, external experts, trainees) <ul style="list-style-type: none"> • Participants will be experts from Maritime Administrations, the shipping industry, crew members. • Passengers on Cruise ships and Passenger ships. 	<input checked="" type="checkbox"/>
Visitors to EMSA building	<input type="checkbox"/>
Relatives of the data subject	<input type="checkbox"/>
Other (please specify):	
6) Categories of personal data processed (Article 31.1(c)) <i>Please tick all that apply and give details where appropriate</i>	
(a) General personal data: The personal data contains:	
Personal details (name, address etc)	<input type="checkbox"/>
Age range	
Education & Training details	<input type="checkbox"/>
Employment details	<input checked="" type="checkbox"/>
Professional and personal e-mail (voluntary)	
Financial details	<input type="checkbox"/>
Family, lifestyle and social circumstances	<input checked="" type="checkbox"/>
Physical fitness	

Goods or services provided	<input type="checkbox"/>
Other (please give details): Questions about participant's experiences/information about Passenger ship evacuation and life-saving appliances.	
(b) Sensitive personal data (Article 10) 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"/>
7) Recipient(s) of the data (Article 31.1 (d)) <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	<input type="checkbox"/>
Designated Contractors' staff members	<input checked="" type="checkbox"/>
Other (please specify):	

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	<input type="checkbox"/>
Cloud (give details, e.g. public cloud)	<input type="checkbox"/>
Servers of external provider and Soho Survey	<input checked="" type="checkbox"/>
Other (please specify):	

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 contractor DNV will delete any personal data as soon as the analysis of the survey will be completed, no later than end of 2025.