

Data Protection Privacy Statement on the processing of personal data in the context of Schools visits to EMSA

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 (EU) 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 (EU) 2018/1725.

1. Nature and the purpose(s) of the processing operation

The purpose of the processing activity is to manage school visits to EMSA's premises. The processing is necessary to ensure security, comply with access control requirements, and enable effective organisation of the event.

The processing steps are as follows:

1. Collection – receiving identification details (student name and school name) from the school or student group organiser;
2. Registration – relevant data is shared with EMSA security and with the EMSA staff member responsible for the school's visit;
3. On the day of the visit – EMSA staff member responsible for the group visit will provide badges for students and teachers, ensure escort and access restrictions are respected;

A consent form will also be provided to students to collect their signatures for data processing, particularly regarding:

- name and surname for printing badges, certificates and other distinctions/documents to be delivered on the day of the visit;
- photographing, video and audio recording on the day of the visit;
- publication of the above-mentioned photos, audio and videos in EMSA communication channels, including social media (Facebook, Instagram and LinkedIn).

If the student is at least 13 years old, the consent form must be signed by the parental guardian of the child.

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

2. Categories/types of personal data processed

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

General personal data:

- Personal details: name and surname of teachers and students
- Education & Training details: schools name, address and school year

- Other (please give details): Image and voice of the teachers and students participating in the school visit.

3. Processing the personal data

The processing of the personal data is carried out under the responsibility of the Head of Department 4 – Corporate Services, acting as delegated EMSA data controller.

Personal data are processed by the EMSA staff members responsible for the organisation of the school visits (Staff in the Executive Office and Corporate Services).

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- Data subjects themselves: teachers and students participating in the school visit.
- Designated EMSA staff members: EMSA staff members responsible for the organisation of the school visits (Staff in the Executive Office and Corporate Services).
- Designated Contractor's staff members: Security guards working in EMSA's reception
- Photographs and recordings of the school visit will be shared on EMSA's social media channels, making them accessible to the general public.

The personal data concerning school visits to EMSA will only be shared with people necessary for the implementation of such measures *on a need to know* basis. The data is not used for any other purposes nor disclosed to any other recipient.

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 school visits to EMSA is 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.

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 (EU) 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 Department 4 – Corporate Services, acting as delegated EMSA data controller.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the scope of School visits to EMSA.

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 (EU) 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 (d) Regulation (EU) 2018/1725.

Students will be requested to give consent for the data processing with a specific form created for this purpose. If the student is at least 13 years old, the consent form must be signed by the parental guardian of the child.

8. Storing Personal data

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

Photographs and recordings of the school visits, taken as part of a communication plan to promote EMSA policies and activities among internal or external groups, are retained for two years.

After this period, they are archived separately for historical purposes. The names and surnames of teachers and students will be deleted one year after the visit.

Regarding publication on social media, the relevant Data Protection policies of the respective channels will apply.

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, Dominika Łempicka-Fichter, Head of Department 4 – Corporate Services, under the following mailbox: Events@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.