

Data Protection Statement/Privacy Statement on the processing of personal data in the context of the Management of EMSA Active Directory

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 operation

The purpose of this processing is to manage users and their access rights in the context of IT systems with the Active Directory, which is the core identity database used by Microsoft Systems.

Data from the Active Directory might be made available to other contracted services who employ directory-enabled applications.

The System Administrators in the Unit 3.3 manage users in Active Directory. Administrators can add, edit, and deactivate users. They can also set user groups, roles, and access rights. This ensures that each user has the appropriate permissions based on their role within the organisation.

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

The processing is not intended to be used for any automated decision making, including profiling.

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
- Employment details: Username, E-mail address, desk phone number, professional cell phone number, office address, office location, Job-title, Unit, Department, managers identity
- Other: Profile picture, if voluntary uploaded by the user as it is not a mandatory field

3. Processing the personal data

The processing of the personal data is carried out under the responsibility of the Unit 3.3 Horizontal Digital Services, acting as delegated EMSA data controller.

Personal data are processed by relevant staff in the Unit 3.3 Horizontal Digital Services.

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- The Data subject themselves: all active users having an EMSA e-mail address.
- Designated EMSA staff members: Staff from the Service Desk in charge of the licenses management.

The information in question will not be communicated to third parties, except where necessary for the purpose outlined above. 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.

The personal data related to the Management of EMSA Active Directory are stored in secure IT applications according to the security standards of the Agency.

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, Head of Unit Unit 3.3 Horizontal Digital Services.

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 of the personal data is based on Article 5 (a) of the Regulation 2018/1725.

8. Storing Personal data

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

The personal data related to the Management of EMSA Active Directory is retained for 90 days after the user account is disabled.

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, Unit 3.3 Horizontal Digital Services under the following mailbox: dpo-queries-dept3@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.