

Data Protection Statement/Privacy Statement on the processing of personal data in the context of the Management EMSA staff missions with MIPS+

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 the processing of your personal data is to organise missions and the authorised travels and the payment and/or reimbursement of the related costs, in line with the Mission guide.

To ensure the most cost-effective management of the missions of its staff, EMSA relies on the European Commission Pay Master Office (PMO), owner and manager of the online tool MIPS+ and on external a service provider (travel agency).

The mission management activity is broken down into internal operations carried out by PMO and EMSA and other operations carried out by contractors selected following procurement procedures (travel agency services, mission assistance and insurance services).

The process mainly consists of:

1. The mission performer, or the delegated assistant or the mission cell enters the mission order after requesting authorisation to travel and get quotations with EMSA travel agency.
2. After the traveller signs the draft mission order, an electronic validation workflow is launched in MIPS. The system sends notifications to the person who must sign the mission.
3. The staff members defined in the mission order validation workflow "approve" or "refuse for modification the mission" signed by the traveller by leaving comments. The mission is sent electronically to the traveller and the mission cell in the event of refusal or passes to the next actor in the workflow in the event of validation.
4. When the mission order arrives at the last validation step at the Authoriser Officer, as for the previous participants, it can be approved or refused for modification.
5. When the mission order is approved, MIPS+ generates a unique Check ID reference allowing the mission cell to issue a ticket to the travel agency. MIPS+ forecast the amount calculated in the mission order.
6. When the mission is completed, the traveller, or the delegated assistant or the mission cell creates an expense declaration in MIPS+. The expense declaration is a copy of the editable mission order which allows it to be adapted to the reality of expenses and schedules.
7. The traveller signs his/her expense declaration and again a validation workflow is launched by MIPS+.

8. The expense declaration goes through workflow validations such as the mission order until approval by the Authoriser Officer, as for the mission order each stakeholder can either approve or refuse for adaptation.
9. When the expense declaration is approved by the Authoriser Officer, during the following night, it arrives automatically to be calculated in the MIPS Back office and it is processed by the PMO.5, the unit in charge of calculation of missions.
10. The mission is calculated by the PMO, then a percentage of 2.4% is chosen randomly for ex ante control of the calculation.
11. When the ex ante control is finalised, the missions go to payment. PMO sends a PR in mode 0 in EMSA ABAC, at the same time EMSA receives a report with the lists of missions for which a payment has been generated.
12. EMSA executes the payment in ABAC with verification of the payment details by 4.2 unit. MIPS+ receives the payment information and changes the status of the mission to paid in MIPS+.

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: Personnel number of staff, place of assignment, professional email address
- Financial details: The agent's bank account number
- Other: Any other detail related to the mission like: place(s) mission and transit, the estimated time of departure and return at the duty station, the means of transport used, the name of the hotel, the invoice(s), the start and end times of the professional engagements at the mission site, MIPS+ mission number and the confirmation number generated at the moment of signature for approval by the authorising officer among others.

3. Processing the personal data

The processing of the personal data is carried out under the responsibility of the Head of Unit 4.1 Human Resources and Internal Support, acting as delegated EMSA data controller.

- Personal data are processed by relevant staff in the Unit 4.1 Human Resources and Internal Support and • PMO for MIPS+ services under SLA;
 - DG BUDG for ABAC;
 - EMSA Travel agency: Top Partner - Viagens & Soluções Empresariais, S.A. for the organisation of the travel

4. Access to and disclosure of personal data

The personal data is disclosed to the following recipients:

- The Data subject themselves: Officials, Temporary Agents, Contract Agents, SNEs, NEPTs, Trainees, and Interims.
- Designated EMSA staff members: Mission Cell in the 4.1 Unit responsible for the organisation of the missions, Mission correspondents in the Units, Staff involved in the financial processing of payments.
- Designated Contractors staff members: Travel agency, PMO, DIGIT and DG Budget Staff

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 EMSA staff missions with MIPS+ 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 4.1, Human Resources and Internal Support.

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.

Personal data contained in mission files must be retained for seven years starting from the beginning of the next year in which the mission was paid.

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, Head of Unit 4.1, Human Resources and Internal Support under the following mailbox: mission.helpdesk@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.