



Data Protection Notice

Processing of personal data in the framework of the Mission Ocean Implementation Support Platform Newsletter

In accordance with Regulation (EU) 2018/1725 of 23 October 2018 on data protection (hereinafter the Regulation), the European Climate, Infrastructure and Environment Executive Agency (hereafter CINEA) collects your personal data only to the extent necessary to fulfil the precise purpose related to its tasks.

1. The **controller** is CINEA:
 - a. CINEA C.1
Chaussée de Wavre 910
W910
BE – 1049 Brussels
 - b. Person responsible for the processing: the Head of Unit C.1
 - c. Email: CINEA-HE-CLIMATE@ec.europa.eu

The processor is TECHNOLIS FRANCE, 60-62 Boulevard Diderot 75012 Paris, France which is contracted by CINEA for this processing. The privacy statement is available at <https://www.technopolis-group.com/privacy-policy/>

2. The **purpose of the processing** is to process personal data (e.g. names, email addresses, etc.) that are needed for the activities (e.g. subscription to newsletters, recording of meeting minutes, participation to working groups, task forces, events, webinars etc.). The activities are associated with the website on the europa.eu domain that is linked to the Mission Ocean Implementation Support Platform funded under the contract CINEA/2022/OP/0015/SI.884584 for MIP Ocean, managed by CINEA. These include the website newsletter and the membership to the Blue Parks Community.
3. The **data subjects** concerned by this notice is any person who has subscribed to Mission Ocean Implementation Support Platform Newsletter and/or any person, who has agreed to become member to the Blue Parks Community.
4. The **categories of personal data** collected and used for the processing operations are:
 - First and last name;
 - Place of work (e.g. company);
 - Email address;
 - Consent to process personal data;
 - Passwords and user names.In addition to the above list, the following data is also processed for the subscribers to the newsletters:
 - Organisation;
 - Position/function;
 - Country;
 - Stakeholder Group.

No data such as IP addresses is collected for this purpose.

5. The **recipients** of the data are:

All recipients are on a "need to know" basis:

- Any authorized staff members of the Agency (e.g. Operational Unit in charge of the initiatives in CINEA for the purpose described above, Director, financial officers for payment of the activities, Legal Sector, DPO and/or Internal Controller in case of audit or proceedings, etc.);
- Contractors' staff working as processors on behalf of the Agency. These include TECHNOPOLIS FRANCE, which is the consortium leader, Ecologic, and Arctik as consortium partners.

No data will be transferred outside the EEA.

In addition, data may be disclosed to public authorities in accordance with Union and Member State law such as the European Court of Justice or a national judge as well as the lawyers and the agents of the parties in case of a legal procedure, Investigation and Disciplinary Office of the European Commission (IDOC), the competent Appointing Authority in case of a request or a complaint lodged under Articles 90 of the Staff Regulations, European Anti-Fraud Office (OLAF), the Internal Audit Service of the Commission, the Court of Auditors, the European Ombudsman, the European Data Protection Supervisor and the European Public Prosecutor's Office.

6. **Data Subjects rights:**

- You have the right at any time to access, rectify, erase ('right to be forgotten') your personal data.
- You are also entitled to object to the processing or request for the restriction of the processing.

You can exercise your rights by sending an email with the requested change(s) to the controller via the functional mailbox indicated here-above in Section 1.

In any cases your data will be modified or removed accordingly and as soon as practicable (maximum within 10 working days).

When processing is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of the processing before such a withdrawal.

However, in line with Article 25 of the Regulation, the data controller may restrict the rights of the data subjects based on the Decision of the Steering Committee (2020) 26 of 14/10/20 (OJEU L 45 on 9.2.2021, p. 80), in case where such restriction constitutes a measure necessary to safeguard the protection of the data subjects or the rights and freedoms of other data subjects, etc.

7. **How does CINEA protect and safeguard your data?**

Relevant organisational and technical measures are taken by the Agency to ensure the security of your personal data. Access to your data is restricted on an individual need to know basis and through User-ID and password and can be accessed via authentication system. Your data resides on the servers of the European Commission, which abide by strict security measures implemented by DG DIGIT to protect the security and integrity of the relevant electronic assets. CINEA is also bound by Commission Decision 2017/46 of 10/1/17 on the security of communications & information systems in the EC.

The processing of your data will not include automated decision-making.

The EU Cookie Compliance Module under Drupal CMS, will be used, which enables the configuration of the cookie banner that informs visitors about the use of cookies. This banner is to include a link to the cookie policy and to the option of Agree/Decline the described cookies.

The personal data and all information collected may be stored on the servers of the Processor, which adhered to secured data management systems. The Processor is bound by specific contractual clauses in the contract signed with CINEA for any processing operations of your personal data on behalf of the data controller. The processor has put in place appropriate technical and organisational measures to ensure the required level of security. For more information, please consult their privacy statement in section 1 above. To be noted that for this process, no tracking nor analytic tools will be applied.

8. The legal basis of the processing is:

- Council Regulation (EC) 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes;
- Commission Decision C(2021) 953 of 12 February 2021 establishing the European Climate, Infrastructure and Environment Executive Agency, the European Health and Digital Executive Agency, the European Research Executive Agency, the European Innovation Council and SMEs Executive Agency, the European Research Council Executive Agency, and the European Education and Culture Executive Agency and repealing Implementing Decisions 2013/801/EU, 2013/771/EU, 2013/778/EU, 2013/779/EU, 2013/776/EU and 2013/770/EU;
- Commission Decision C(2021)947 of 12 February 2021 delegating powers to the European Climate, Infrastructure and Environment Executive Agency with a view to the performance of tasks linked to the implementation of Union programmes in the field of transport and energy infrastructure; climate, energy and mobility research and innovation; environment, nature and biodiversity; transition to low-carbon technologies; and maritime and fisheries; comprising, in particular, implementation of appropriations entered in the general budget of the Union and those stemming from external assigned revenue;
- Regulation (EU) No 1291/2013 of the European Parliament and of the Council of 11 December 2013 establishing Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020) and repealing Decision No 1982/2006/EC;
- Regulation (EU) No 1290/2013 of the European Parliament and of the Council of 11 December 2013 laying down the rules for participation and dissemination in "Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020)" and repealing Regulation (EC) No 1906/2006).

9. The time limits for keeping the data are the following:

In accordance with the 2019 Retention List of the Commission SEC(2022)400:

Time for keeping the data is in any case limited as long as necessary with the regard to the purpose(s) of the processing and is deleted as soon as it is not needed any longer.

For website: the common retention list of the Commission provides for an administrative retention period of maximum 2 years in principle (see section on Communication strategy & tools). These two years will be counted from the closure of the website.

For subscription to newsletters, working groups, etc, data is kept as long as the data subject does not unsubscribe and as long as the relevant activities (newsletters, working groups, etc.) are operating. Should the data subject unsubscribe, the data will be erased from the database as soon as possible (maximum within 10 working days).

10. Contact information

In case you have any questions about the collection/processing of your personal data, you may contact the data controller who is responsible for this processing activity by using the email address mentioned here above in Section 1.

You may contact at any time the Data Protection Officer of the Agency (CINEA-DPO@ec.europa.eu). You have the right to have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).



ANNEX 1: CINEA webmasters data protection checklist

Name of contractor:

Reference to FWC/ Service
contract:

Short name and url of website:

Please indicate below YES or NO and any further comments as appropriate:

SECURITY: **YES / ~~NON~~**

1. Is the website using and enforcing the use of a HTTPS connection?

How	to	check:
The pages URLs start with <u>https://</u> instead of http or <u>https//</u>		
How	to	fix:
→ Enforce the use of a HTTPS connection.		

2. For websites not hosted on Europa.eu: the ocean pages will be integrated into our existing Drupal instance, hosted in europa.eu **YES / NON**

Is the website using a secure HTTPS encryption without any significant vulnerabilities?

How to check:
i. Check the TLS/SSL encryption of the connection with the open-source analysis software testssl.sh (https://testssl.sh/) and ensure there are no medium or higher vulnerabilities.
ii. Alternatively, use the online service Qualys SSL Labs, available at https://www.ssllabs.com/ssltest/

3. Is the website ensuring that users do not send personal data over a non-encrypted connection, especially forms (e.g. contact forms)? **YES / ~~NON~~**

How	to	check:
All forms (e.g. contact forms) through which users send any information must be available only on a secure HTTPS connection.		

COOKIES:

4. Is the website using any third-party cookies? **YES / NON**

5. Are users informed about this? In case of third party cookies there is a cookie consent. **YES / ~~NON~~**

6. Is the users' prior consent requested before the installation of these third-party cookies?

How to check:
Inspect the cookies on the websites with the help of Browser Developer Toolbar:
i. Firefox: https://developer.mozilla.org/en-US/docs/Tools
ii. Chrome: https://developers.google.com/web/tools/chrome-devtools/
How to fix:

- ➔ Implement all websites hosted on Europa.eu the corporate [Cookie Consent Kit](#) provided by DG Communication of the European Commission.
- ➔ For websites hosted outside Europa.eu the same approach should be taken. See EDPS Guidelines (Annex 3).

7. Is the website using a cookie banner to provide the first layer of information on the use of cookies and similar technologies? **YES / NON**

How to fix:

- ➔ Implement on all websites available on Europa.eu the corporate [Cookie Consent Kit](#) provided by DG Communication of the European Commission.
- ➔ For websites hosted outside Europa.eu the same approach should be taken. See EDPS Guidelines (Annex 3).

8. Is the website using site-specific cookies? **YES / NON**

9. Are they described on a dedicated 'cookie notice' page or in the 'data protection notice'? **NON**

YES / NON

How to fix:

- ➔ Inventorise all cookies (first-party and third-party, session and persistent cookies) used on the web sites and submit the inventory to EASME using the attached Cookies template (see Annex 2).

10. Is the website setting consent requiring cookies when the browser's "Do Not Track" (DNT) option is activated? **YES / NON**

How to check:

Activate the DNT in your browser and inspect the cookies on the websites with the help of Browser Developer Toolbar:

- i. Firefox: <https://developer.mozilla.org/en-US/docs/Tools>
- ii. Chrome: <https://developers.google.com/web/tools/chrome-devtools/>

LEGAL OBLIGATIONS OF PROCESSOR:

11. Do you have internal procedures in place to identify and report data breaches to EASME without undue delay? **YES / NON**

How to fix:

- ➔ You can more information on how to tackle that breaches on the websites of your national [Data protection authority](#) and in the EDPS Guidelines on [data breaches](#).

12. Is your processing of personal data on the websites described in a 'Record'? **YES / NON**

We are not processing personal data

Has the website a 'date protection notice', based on the EASME template? **YES / NON**

How to check:

You can find templates of 'Records' on the websites of your national [Data protection authority](#); for the minimum content see Annex 5.

How to fix:

- ➔ Use the EASME 'Data protection Notice' template (see Annex 4) as a basis and contact your EASME project officer for more information.
- ➔ Send your 'Record' for information to EASME.
- ➔ Inform EASME about the existence of site-specific personal data processing, attaching the 'Record' and

information about its status.

THIRD PARTY TOOLS:

13. Is the website using third party services and tools that are activated without prior, informed user consent (i.e. Google Analytics, Youtube, Facebook, ...)? ~~YES~~ /
NON

How to fix:

→ Discontinue the use of any such third party services and tools and use in-house solutions provided by the European Commission instead (e.g. Europa Analytics, Audiovisual services, Webtools Social Media Kit).

Please enclose an action plan to tackle identified non-compliance with data protection and privacy rules.

For more detailed information please consult the **EDPS Guidelines for web services** in Annex 3.

on behalf of the contractor

Name: Maciej Podębski

Date: 19.10.2023

Function: Project Manager

Signature:

Maciej Podębski