

1. TITLE	<b>MANAGEMENT OF LISTS OF STAKEHOLDERS</b>
2. REF NUMBER	<b>DPR-10</b>

**PART I (PUBLIC)**

CONTROLLER/S OF THE DATA PROCESSING OPERATION	
3. CONTROLLER	<b>OFFICE OF THE EXECUTIVE DIRECTOR EUROPEAN AGENCY FOR FISHERIES CONTROL (EFCA) AVDA. GARCÍA BARBÓN, 4, E-36201 VIGO</b>
ORGANISATIONAL UNIT RESPONSIBLE THE UNIT DECIDING WHY&HOW DATA IS PROCESSED	<b>OFFICE OF THE EXECUTIVE DIRECTOR</b>
CONTACT PERSON/S STAFF CARRYING OUT THE PROCESSING. (FUNCTIONAL MAILBOX RECOMMENDED)	<b>Patricia Sanchez, +34 986 12 06 17 / +34 698 122 056 Patricia.SANCHEZ@efca.europa.eu EFCACOMMUNICATIONS@efca.europa.eu</b>
4. DATA PROTECTION OFFICER (DPO)	<b>EFCA-DPO@efca.europa.eu</b>

WHERE APPLICABLE:

5. JOINT CONTROLLER DEFINE THE SCOPE OF THE RESPONSIBILITY FOR EACH CONTROLLER	N/A
6. PROCESSOR IS THE PROCESSING DONE BY, OR TOGETHER WITH A THIRD PARTY / PROVIDER (E.G IS THERE A SLA / CONTRACT? PLEASE SPECIFY)	N/A
EXPLAIN WHAT PART IS ASSIGNED TO THE PROCESSOR	N/A
DOES ANY PART OF THE PROCESSING HAPPENS OUTSIDE THE EU?	NO
CONTACT POINT AT EXTERNAL THIRD PARTY	N/A

<sup>1</sup> Regulation (EU) [2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

<p><b>7. PURPOSE/S OF THE PROCESSING</b> INDICATE CLEARLY WHY PROCESSING IS DONE. SPECIFY RATIONALE AND UNDERLYING REASON</p>	<p>The purpose is to reach stakeholders as a target of EFCA Communication, as laid down in the EFCA Communication Strategy:</p> <p>“The EFCA especially targets the fishing sector since it is them who carry out the fishing activities. The EFCA envisages holding direct communication with the fisheries industry and other interested groups adapting its communication activities to local concerns. “</p> <p>“Local stakeholders are also important since the Agency aims to foster the European Union values locally.”</p>																										
<p>7BIS. DESCRIBE INDIVIDUAL STEPS USED: WHETHER AUTOMATED OR MANUAL PROCESSING, STORAGE, DELETION</p>																											
<p><b>The Communication Officer adds, modifies and deletes the contact details of a stakeholder as a manual operation every time there is an appointment or a departure from a specific function.</b></p> <p>An excel file is saved in the p drive, with access restricted to the staff of the Office of the Executive Director, Reception and the Logistics Officer.</p>																											
<p><b>8. CATEGORIES OF DATA SUBJECTS</b> PLEASE MARK WITH A CROSS ONE OR MORE OF THE FOLLOWING</p>	<table border="1"> <tr><td><input type="checkbox"/></td><td>EFGA STAFF</td></tr> <tr><td><input type="checkbox"/></td><td>NON-EFGA STAFF (OTHER STAFF, TRAINEES ETC)</td></tr> <tr><td><input type="checkbox"/></td><td>COUNTERPARTS</td></tr> <tr><td><input type="checkbox"/></td><td>CONTRACTORS</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>OTHER</td></tr> <tr><td colspan="2">- Authorities (European and in particular Spanish)</td></tr> <tr><td colspan="2">- Fishing industry (European and in particular Spanish)</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>PERSONAL DETAILS (NAME, ADDRESS)</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>EDUCATION, TRAINING, EMPLOYMENT DETAILS</td></tr> <tr><td><input type="checkbox"/></td><td>FAMILY, LIFESTYLE, SOCIAL CIRCUMSTANCES</td></tr> <tr><td><input type="checkbox"/></td><td>FINANCIAL DETAILS</td></tr> <tr><td><input type="checkbox"/></td><td>OTHER</td></tr> <tr><td colspan="2">PLEASE SPECIFY: - Name of the organisation - Title - Person name - Address - Postal code - City/Province - Telephone/fax - E-mail.</td></tr> </table>	<input type="checkbox"/>	EFGA STAFF	<input type="checkbox"/>	NON-EFGA STAFF (OTHER STAFF, TRAINEES ETC)	<input type="checkbox"/>	COUNTERPARTS	<input type="checkbox"/>	CONTRACTORS	<input checked="" type="checkbox"/>	OTHER	- Authorities (European and in particular Spanish)		- Fishing industry (European and in particular Spanish)		<input checked="" type="checkbox"/>	PERSONAL DETAILS (NAME, ADDRESS)	<input checked="" type="checkbox"/>	EDUCATION, TRAINING, EMPLOYMENT DETAILS	<input type="checkbox"/>	FAMILY, LIFESTYLE, SOCIAL CIRCUMSTANCES	<input type="checkbox"/>	FINANCIAL DETAILS	<input type="checkbox"/>	OTHER	PLEASE SPECIFY: - Name of the organisation - Title - Person name - Address - Postal code - City/Province - Telephone/fax - E-mail.	
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<p><b>9. TIME LIMIT FOR KEEPING THE DATA</b> SPECIFY FOR EACH PURPOSE</p>	<p>Data is kept for 7 days.</p> <p>In exceptional case, and under due justification it could be kept for longer period of time (serious security incident, possibility to be requested data under law judgement, etc.</p>																										
<p><b>10. RECIPIENTS OF THE DATA</b></p>	<table border="1"> <tr><td><input type="checkbox"/></td><td>DATA SUBJECTS</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>DESIGNATED EFGA STAFF MEMBERS</td></tr> <tr><td><input type="checkbox"/></td><td>EU INSTITUTIONS AND BODIES</td></tr> <tr><td><input type="checkbox"/></td><td>MEMBER STATES AUTHORITIES</td></tr> <tr><td><input type="checkbox"/></td><td>OTHER</td></tr> <tr><td colspan="2">PLEASE SPECIFY:</td></tr> </table>	<input type="checkbox"/>	DATA SUBJECTS	<input checked="" type="checkbox"/>	DESIGNATED EFGA STAFF MEMBERS	<input type="checkbox"/>	EU INSTITUTIONS AND BODIES	<input type="checkbox"/>	MEMBER STATES AUTHORITIES	<input type="checkbox"/>	OTHER	PLEASE SPECIFY:															
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11. ARE THERE ANY TRANSFERS OF PERSONAL DATA OUTSIDE THE EU/EEA? E.G. PROCESSOR IN THIRD COUNTRY USING STANDARD CONTRACTUAL CLAUSES, COOPERATION WITH A THIRD-COUNTRY BASED ON A TREATY.			
YES	NO		IF YES, PLEASE SPECIFY:
	X	TO THIRD COUNTRY RECIPIENTS	
	X	TO INTERNATIONAL ORGANISATIONS	
12. GENERAL DESCRIPTION OF SAFEGUARDS TAKEN SECURITY MEASURES THAT CAN BE PROVIDED TO THE PUBLIC WHERE POSSIBLE			
<ul style="list-style-type: none"> <li>• Measures implemented to prevent any unauthorised person from gaining access to computer systems processing personal data;</li> <li>• Measures implemented to prevent any unauthorised reading, copying, alteration or removal of storage media;</li> <li>• Measures implemented to prevent any unauthorised memory inputs as well as any unauthorised disclosure, alteration or erasure of stored personal data;</li> <li>• Measures implemented to prevent any unauthorised persons from using data-processing systems by means of data transmission facilities;</li> <li>• Measures implemented to ensure that authorised users of a data-processing system can access no personal data other than those to which their access right refers;</li> <li>• Measures implemented to record which personal data have been communicated, at what times and to whom and ensuring that it will be subsequently possible to check which personal data have been processed, at what times and by whom;</li> <li>• Measures implemented to ensure that, during communication of personal data and during transport of storage media, the data cannot be read, copied or erased without authorisation.</li> </ul>			
13. SEE PRIVACY STATEMENT FOR MORE INFORMATION, INCLUDING HOW TO EXERCISE RIGHTS TO ACCESS, RECTIFICATION, OBJECT AND DATA PORTABILITY (WHERE APPLICABLE) WHERE/HOW IS IT MADE AVAILABLE?			
Web site data protection: <a href="https://www.efca.europa.eu/content/personal-data-protection">https://www.efca.europa.eu/content/personal-data-protection</a>			