

1. TITLE **RECEPTION AND TRANSMISSION OF DENOUNCEMENTS**

2. REF NUMBER **DPR-30**

PART I (PUBLIC)

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

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) EXPLAIN WHAT PART IS ASSIGNED TO THE PROCESSOR DOES ANY PART OF THE PROCESSING HAPPENS OUTSIDE THE EU? CONTACT POINT AT EXTERNAL THIRD PARTY	N/A
	N/A
	NO
	N/A

¹ 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

7. PURPOSE/S OF THE PROCESSING INDICATE CLEARLY WHY PROCESSING IS DONE. SPECIFY RATIONALE AND UNDERLYING REASON		Individual citizens, civil society organisations or representatives of fisheries or stakeholders interested write to the EFCA denouncing any suspicion of an illegal activity. For this purpose, the EFCA ensures that the European Commission receives the information so the denouncement is handled accordingly.	
7BIS. DESCRIBE INDIVIDUAL STEPS USED: WHETHER AUTOMATED OR MANUAL PROCESSING, STORAGE, DELETION			
<p>Any person can contact the EFCA to report the suspicion of an illegal activity.</p> <p>Any person approaching the Agency is asked to transmit the information in writing.</p> <p>The Communication Officer is the person in charge of forwarding the e-mail to the European Commission, to the DG MARE IUU functional mail box.</p> <p>The Executive Director, the Head of Unit Coast Guard and International Programmes and the Head of Unit EU Waters and North Atlantic if relevant are put in copy.</p> <p>Where the data received is considered useful for the implementation of a given JDP, the Head of Unit passes the e-mail on to the Desk of the JDP in question. The Heads of Unit deletes e-mails which are not relevant for operational coordination. Parts of the information (excluding personal data) contained in the e-mails may be extracted and used for risk analysis.</p> <p>The incoming and outgoing emails regarding this procedure are registered and classified in ARES in a specific folder for Denounces, to which only the Director, the Communication Officer and the Head of Unit Coast Guard and International Programmes have access.</p>			
8. CATEGORIES OF <u>DATA SUBJECTS</u> PLEASE MARK WITH A CROSS ONE OR MORE OF THE FOLLOWING		<input checked="" type="checkbox"/> EFCA STAFF	
		<input checked="" type="checkbox"/> NON-EFCA STAFF (OTHER STAFF, TRAINEES ETC)	
		<input checked="" type="checkbox"/> COUNTERPARTS	
		<input checked="" type="checkbox"/> CONTRACTORS	
		<input checked="" type="checkbox"/> OTHER	
		Any person doing the denouncement.	
8BIS. CATEGORIES OF <u>PERSONAL DATA</u> PROCESSED		<input checked="" type="checkbox"/> PERSONAL DETAILS (NAME, ADDRESS)	
		EDUCATION, TRAINING, EMPLOYMENT DETAILS	
		FAMILY, LIFESTYLE, SOCIAL CIRCUMSTANCES	
		FINANCIAL DETAILS	
		OTHER	
		PLEASE SPECIFY: Name of the person doing the denouncement. There are no names of people quoted in the e-mail messages.	
9. TIME LIMIT FOR KEEPING THE DATA SPECIFY FOR EACH PURPOSE		In application by analogy of Article 93(4) of Regulation 1224/2009, the data is stored only for as long as necessary for the purpose of this Regulation, but always for a minimum of three calendar years, starting from the year following that in which the information is recorded.	
10. RECIPIENTS OF THE DATA		<input type="checkbox"/> DATA SUBJECTS	
		<input checked="" type="checkbox"/> DESIGNATED EFCA STAFF MEMBERS	
		<input checked="" type="checkbox"/> EU INSTITUTIONS AND BODIES	
		MEMBER STATES AUTHORITIES	
		OTHER	
		PLEASE SPECIFY: The data is transmitted to the European Commission, DG MARE IUU functional mail box. The Executive Director, the Head of Unit Capacity Building, the Head of Unit of Operational Coordination and the EFCA IUU team are put in copy.	
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:
	<input checked="" type="checkbox"/>	TO THIRD COUNTRY RECIPIENTS	
	<input checked="" type="checkbox"/>	TO INTERNATIONAL ORGANISATIONS	

<p>12. GENERAL DESCRIPTION OF SAFEGUARDS TAKEN SECURITY MEASURES THAT CAN BE PROVIDED TO THE PUBLIC WHERE POSSIBLE</p>
<ul style="list-style-type: none"> • Measures implemented to prevent any unauthorised person from gaining access to computer systems processing personal data; • Measures implemented to prevent any unauthorised reading, copying, alteration or removal of storage media; • Measures implemented to prevent any unauthorised memory inputs as well as any unauthorised disclosure, alteration or erasure of stored personal data; • Measures implemented to prevent any unauthorised persons from using data-processing systems by means of data transmission facilities; • 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; • 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; • 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.
<p>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?</p>
<p>Web site data protection: https://www.efca.europa.eu/content/personal-data-protection</p>