



**EFCA**  
European Fisheries Control Agency

## RECORD OF DATA PROCESSING

Record of EFCA activities processing personal data,  
based on Article 31 of Regulation (EU) 2018/1725 <sup>1</sup>

1. TITLE	Coast Guard Cooperation Handbook and Capacity Building Project
2. REF NUMBER	<b>DPR-74.1</b>

### PART I (PUBLIC)

CONTROLLER/S OF THE DATA PROCESSING OPERATION	
3. CONTROLLER	<b>HEAD OF UNIT 3 Coast Guard and International Programmes</b> EUROPEAN FISHERIES CONTROL AGENCY (EFCA) AVDA. GARCÍA BARBÓN, 4, E-36201 VIGO
ORGANISATIONAL UNIT	Unit 3 Coast Guard and International Programmes (Sector Cooperation)
CONTACT	Rafael DUARTE: +34 986 12 06 57 Rafael.duarte at efca.europa.eu
4. DATA PROTECTION OFFICER (DPO)	Stefano DONADELLO: +34 986 12 06 24 EFCA-DPO at efca.europa.eu

#### WHERE APPLICABLE:

5. JOINT CONTROLLER	N/A
6. DATA PROCESSOR EXTERNAL CONTACT	N/A

7. PURPOSE/S	<p>Comply with the project 'Implementation of the results of the Coast Guard qualifications Network and the Practical Handbook on European cooperation on coast guard functions' (Contribution Agreement SI2.859465), which supports the cooperation with and between the competent European coast guard function authorities.</p> <p>According to the Commission Recommendation of 20.7.2021 establishing a 'Practical Handbook' on European cooperation on coast guard functions (and its Annex), the Practical Handbook and the Coast Guard Capacity Building and Training Network will be hosted on an online platform (the Portal), which will be used by the Member States (and EFTA States) national authorities implementing coast guard functions. Contact Information of the training network and the exchange programme participants will also be managed.</p> <p>Additional purposes of the processing of personal data are: Management of European cooperation on coast guard project related meetings and of the training network and exchange programme participants, including management of: lists of contacts, invitations, contact information of participants, reimbursement of participants, reports, distribution of reports/minutes, feedback on reports, meeting follow-up, follow-up meetings, follow-up actions, information sharing, sharing of contact lists among participants.</p> <p>Appearing in photos and videos communicating about the meeting internally and for publicity purposes, such as printed and online publicity, social media and press releases.</p>
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<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

8. CATEGORIES OF DATA SUBJECTS	<input checked="" type="checkbox"/>	EFCA STAFF (TA, CA, SNE)	
		EXTERNAL SERVICE PROVIDERS, TRAINEES	
8BIS. CATEGORIES OF PERSONAL DATA	<input checked="" type="checkbox"/>	OTHER PLEASE SPECIFY: Personal data of the participants to the meeting.	
		Further details: Personal data of the designated Member States representatives, as well as the designated representatives of Norway and Iceland, of national authorities implementing coast guard functions, or of authorities, entities and Academies dealing with capacity building and training, including exchange programme participants.	
	<input checked="" type="checkbox"/>	NAME AND SURNAME	
	<input checked="" type="checkbox"/>	CONTACT DETAILS	
	<input checked="" type="checkbox"/>	EDUCATION, TRAINING, EMPLOYMENT	
		FAMILY, LIFESTYLE, SOCIAL CIRCUMSTANCES	
		FINANCIAL DETAILS	
<input checked="" type="checkbox"/>	OTHER PLEASE SPECIFY:		
	Further details: <ul style="list-style-type: none"> <li>• Images and sounds.</li> <li>• Country.</li> <li>• Ministry, Agency or Authority.</li> <li>• Position.</li> </ul>		
9. TIME LIMIT	THE ENTIRE DURATION OF THE PROJECT. THE PROJECT WILL LAST 60 MONTHS FROM 1ST FEBRUARY 2022.		
10. RECIPIENTS	<input checked="" type="checkbox"/>	DESIGNATED EFCA STAFF	
	<input checked="" type="checkbox"/>	CONTRACTORS	
	<input checked="" type="checkbox"/>	EU INSTITUTIONS AND BODIES	
	<input checked="" type="checkbox"/>	MEMBER STATES AUTHORITIES	
	<input checked="" type="checkbox"/>	OTHER PLEASE SPECIFY:	
		Further details: <ul style="list-style-type: none"> <li>• Designated representatives of Member States authorities, as well as the designated representatives authorities of Norway and Iceland implementing coast guard functions, or of authorities, entities and Academies dealing with capacity building and training.</li> <li>• Exchange programme participants.</li> <li>• Personal data will be shared with designated EMSA and Frontex staff because they cooperate with EFCA in the project.</li> <li>• Contractors will only have access to the extent necessary for the building up and maintenance of the online platform.</li> </ul>	
11. ARE THERE ANY TRANSFERS OF PERSONAL DATA <u>OUTSIDE THE EU/EEA</u> ?			
YES	NO		
	<input checked="" type="checkbox"/>	TO THIRD COUNTRY RECIPIENTS	N/A
	<input checked="" type="checkbox"/>	TO INTERNATIONAL ORGANISATIONS	N/A
	<input checked="" type="checkbox"/>	PUBLISHED ON THE INTERNET	N/A
IF YES, ON WHAT GROUNDS?			
N/A			
12. GENERAL DESCRIPTION OF SAFEGUARDS TAKEN			
A number of technical and organisational measures have been put in place by the Agency. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.			
13. SPECIFIC PRIVACY STATEMENT (WHERE APPLICABLE)			
Available at: <a href="#">EFCA Records Register</a>   <a href="#">EFCA (europa.eu)</a>			