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|  | EUROPEAN COMMISSION  European Climate, Infrastructure and Environment Executive Agency  CINEA.D - Natural resources, climate, sustainable blue economy and clean energy  Unit.D3 – Sustainable Blue Economy |

**ANNEX 1**

**CINEA webmasters data protection checklist**

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| 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:*

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| **SECURITY:**   * + - 1. **Is the website using and enforcing the use of a HTTPS connection?** | **YES / NON** |
| How to check:  The pages URLs start with https:// instead of http or https// | |
| How to fix:  ⇨Enforce the use of a HTTPS connection. | |
| 1. **For websites not hosted on Europa.eu:**   **Is the website using a secure HTTPS encryption without any significant vulnerabilities?** | **YES / NON** | |
| 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/> | | |
| 1. **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:**

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| 1. **Is the website using any third-party cookies?**   **Are users informed about this?**  **Is the users’ prior consent requested before the installation of these third-party cookies?** | **YES / NON**  **YES / NON**  **YES / NON** | |
| How to check:  Inspect the cookies on the websites with the help of Browser Developer Toolbar:   * + 1. Firefox: <https://developer.mozilla.org/en-US/docs/Tools>     2. Chrome: <https://developers.google.com/web/tools/chrome-devtools/> | | |
| How to fix:  ⇨ Implement all websites hosted on Europa.eu the corporate [Cookie Consent Kit](https://webgate.ec.europa.eu/fpfis/wikis/x/na4jBg) 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). | | |
| 1. **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](https://webgate.ec.europa.eu/fpfis/wikis/x/na4jBg) 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). | | |
| 1. **Is the website using site-specific cookies?**   **Are they described on a dedicated ‘cookie notice’ page or in the ‘data protection notice’?** | **YES / 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). | | |
| 1. **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:   * + 1. Firefox: <https://developer.mozilla.org/en-US/docs/Tools>     2. Chrome: <https://developers.google.com/web/tools/chrome-devtools/> | |

**LEGAL OBLIGATIONS OF PROCESSOR:**

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| 1. **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](https://edpb.europa.eu/about-edpb/board/members_en) and in the EDPS Guidelines on [data breaches](https://edps.europa.eu/sites/edp/files/publication/18-12-14_edps_guidelines_data_breach_en.pdf). | |
| 1. **Is your processing of personal data on the websites described in a ‘Record’?**   **Has the website a ‘date protection notice’, based on the EASME template?** | **YES / NON**  **YES / NON** |
| How to check:  You can find templates of ‘Records’ on the websites of your national [Data protection authority](https://edpb.europa.eu/about-edpb/board/members_en); for the minimum content see Annex 5. | |
| How to fix:  ⇨Use the EASME ‘Data protection Notice’ template (see Annex 4) as a basisand 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:**

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| 1. **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

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| Name: | Date: |
| Function: | Signature: |