



(To be filled out by the EDPS' DPO)

Register number: 20

Date of submission: 16/04/2012

Legal basis: Art 25 Regulation 45/2001

NOTIFICATION

INFORMATION TO BE GIVEN¹

1/ NAME AND FIRST NAME OF THE CONTROLLER

EDPS

2/ SERVICE RESPONSIBLE FOR PROCESSING PERSONAL DATA

Policy & Consultation Unit

3/ NAME AND DESCRIPTION OF THE PROCESSING OPERATION

Obtaining access badges for meetings of Supervision Coordination Groups in European Parliament premises

When the EDPS uses Parliament's buildings for events such as the meetings of the Supervision Coordination Groups for Eurodac, VIS and CIS, participants who do not already have a badge granting access to Parliament premises need to be registered with Parliament security for the issuance of a visitor's badge (T8 pass). Parliament security requires the name, nationality and date of birth for each participant. For more information see Parliament's implementing rules on access (http://www.epintranet.ep.parl.union.eu/intranet/webdav/site/refin/shared/securite/modalites_autorisations_acces/modalites_autorisations_acces_fr.pdf).

As these meetings take place on a regular basis, data is collected when a person is designated Member of the group in question or participates for the first time. Once the participants list for each meeting is final, it will be forwarded to the EP's Accreditation Unit which needs the data contained therein to issue the badges. Further processing by the Accreditation Unit is governed by the rules applicable to it

¹ Please attach all relevant documents

Data will continue to be stored at the EDPS after the meeting in order not to have to request the same information again for the subsequent meeting.

4/ PURPOSE(S) OF THE PROCESSING

Issuing access passes for Parliament premises: in order to issue visitor passes, Parliament's accreditation unit demands certain data of meeting participants. In order not to have to demand this information again before each meeting, it is stored at the EDPS.

5/ DESCRIPTION OF THE CATEGORY(IES) OF DATA SUBJECT(S)

Guests of meetings organised by the EDPS in the premises of the EP who do not already have a badge granting access to EP premises.

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA (INCLUDING, IF APPLICABLE, SPECIAL CATEGORIES OF DATA (ARTICLE 10) AND/OR ORIGIN OF DATA)

Data categories: name, date of birth, nationality
Origin: all data are collected from the data subjects

7/ INFORMATION TO BE PROVIDED TO THE DATA SUBJECTS

Data subjects will be informed of the processing using the privacy statement below. It will be sent via e-mail when requesting the information for the first time, e.g. when a member has been newly designated by its national DPA or when participating for the first time.

Privacy statement for "obtaining access badges for meetings of Supervision Coordination Groups in European Parliament premises"

Brussels, 16 April 2012

The processing of personal data by the EDPS for the purpose of obtaining access badges for meetings of Supervision Coordination Groups in the European Parliament's premises is subject to Regulation (EC) No. 45/2001 ('the Regulation').

In accordance with Article 11 of the Regulation, the EDPS supplies the following information:

Controller

The EDPS is the controller of this processing operation.

Description of processing and recipients

When the EDPS uses Parliament's premises for events such as the meetings of the Supervision Coordination Groups for Eurodac, VIS and CIS, guests who do not already have a badge granting access to Parliament premises need to be registered with Parliament security for the issuance of a visitor's badge (T8 pass).

As these meetings take place on a regular basis, data is collected when a person is designated Member of the group in question or participates for the first time. Data will continue to be stored at the EDPS after the meeting in order not to have to request the same information again for the subsequent meeting.

Your data are only used for the purpose of obtaining access badges. Supplying them is necessary to be issued a visitor's badge.

Categories of personal data

The following categories of personal data are collected from the data subject and processed:

- o Name
- o Nationality
- o Date of birth

Recipients of personal data

Once the participants list for each meeting is final, it is forwarded to the EP's Accreditation Unit. Further processing by the Accreditation Unit is governed by the rules applicable to it. For more information see Parliament's implementing rules on access (http://www.epintranet.ep.parl.union.eu/intranet/webdav/site/refin/shared/securite/modalites_autorisations_acces/modalites_autorisations_acces_fr.pdf).

Exercise of data subject rights

You have the right to access your personal data and have them rectified. Any such requests will be dealt with within 10 days.

Legal basis

The EDPS has the task of cooperating with national data protection authorities (Article 46(f) of the Regulation), which occasionally requires meetings with them. Additionally, several of the instruments tasking the EDPS with a role in coordinated supervision contain specific provisions obliging the EDPS to convene meetings with (representatives of) the national data protection authorities:

- o Eurodac: Article 20 of Regulation (EC) No. 2725/2000.
- o CIS: Article 37(4) of Regulation (EC) No. 515/1997 as amended.
- o For VIS: Article 43(3) of Regulation (EC) No. 767/2008.

Retention periods

In order not to have to request the data again for each meeting, they will be stored for as long as you are a Member of the Supervision Coordination Group in question. If you leave the Group, your data will be deleted immediately.

Right to recourse

You have the right to have recourse to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under the Regulation have been infringed as a result of the processing of your personal data.

8/ PROCEDURES TO GRANT DATA SUBJECTS' RIGHTS (RIGHTS OF ACCESS, TO RECTIFY, TO BLOCK, TO ERASE, TO OBJECT)

All data subjects have the right to access to their personal data and have them rectified.

9/ AUTOMATED / MANUAL PROCESSING OPERATION

Manual (collection, storage, forwarding to accreditation unit)

10/ STORAGE MEDIA OF DATA

electronic and paper

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

The processing is lawful under Article 5(a) of 45/2001 ("necessary for the performance of a task carried out in the public interest on the basis of the Treaties [...] or other legal instruments adopted on the basis of the treaties [...]").

In general, the EDPS has the task of cooperating with national data protection authorities (Article 46(f) of Regulation 45(2001)), which occasionally requires meetings with them. Additionally, several of the instruments tasking the EDPS with a role in coordinated supervision contain specific provisions obliging the EDPS to convene meetings with (representatives of) the national data protection authorities:

Eurodac: Article 20 of Regulation (EC) No. 2725/2000.

CIS: Article 37(4) of Regulation (EC) No. 515/1997 as amended: "The European Data Protection Supervisor shall convene a meeting at least once a year with all national data protection supervisory authorities competent for CIS-related supervisory issues."

For VIS: Article 43(3) of Regulation (EC) No. 767/2008: "The National Supervisory Authorities and the European Data Protection Supervisor shall meet for that purpose [coordinated supervision of the VIS] at least twice a year. The costs and servicing of these meetings shall be for the account of the European Data Protection Supervisor [...]"

12/ THE RECIPIENTS OR CATEGORIES OF RECIPIENTS TO WHOM THE DATA MIGHT BE DISCLOSED

The data will be forwarded to Parliament's Accreditation Unit, as this unit is in charge of issuing access passes to EP premises. This transfer is necessary for the legitimate performance of a task covered by the competences of the recipient (Article 7(1) of Regulation (EC) No. 45/2001).

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

Data may be kept as long as the data subject remains a member of the group in question. As soon as the data subject leaves the group, the data will be deleted.

13 BIS/ TIME LIMITS FOR BLOCKING AND ERASURE OF THE DIFFERENT CATEGORIES OF DATA

(further to justified legitimate request from the data subject)

(Please, specify the time limits for every category, if applicable)

10 days for all categories

14/ HISTORICAL, STATISTICAL OR SCIENTIFIC PURPOSES

If you store data for longer periods than mentioned above, please specify, if applicable, why the data must be kept under a form which permits identification

NONE

15/ PROPOSED TRANSFERS OF DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

NONE

16/ FURTHER INFORMATION

The data controller declares the accuracy of the above statements and undertakes to notify any change affecting this information to the Data Protection Officer.

PLACE AND DATE: BRUSSELS 16 APRIL 2012

THE CONTROLLER: HIELKE HIJMANS
POLICY AND CONSULTATION HEAD OF UNIT