



(To be filled out by the EDPS' DPO)

Register number: 31

Date of submission: 04/06/2013 2nd version

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

Information and Communication Sector

3/ NAME AND DESCRIPTION OF THE PROCESSING OPERATION

Obtaining access badges for study visits organised by the EDPS in European Parliament premises

When the EDPS uses Parliament's buildings for events such as study visits, 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, surname, nationality, date of birth and ID card or passport number 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/secureite/modalites_ autorisations_ a cces/modalites_ autorisations_ acces_ fr.pdf).

As these meetings take place on a regular basis, data is collected by the EDPS Information and Communication Sector at least 5 days before the day of the study visit. Once the participants' list for the visit is final, it is forwarded to the EP's Accreditation Unit (AccesSecuriteBxl@ep.europa.eu) 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 be stored at the EDPS, in electronic format and on paper, till one day after the visit and then erased or deleted.

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 participants to the study visit. Therefore, EDPS Information and Communication Sector collects the requested data of the participants.

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

Participants to study visits 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, surname, nationality, date of birth, ID card or passport number.
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.

Privacy statement for "obtaining access badges for study visits organised by the EDPS in European Parliament premises"

The processing of personal data by the EDPS for the purpose of obtaining access badges for study visits organised by the EDPS in European Parliament 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 study visits, 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).

The EDPS collects the needed data at least 5 days before the day of the study visit. Your data will be stored at the EDPS till one day after the study visit and 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, Surname
- o Nationality
- o Date of birth
- o ID card or passport number

Recipients of personal data

Once the participants' list for the study visit 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 \(http://www.epintranet.ep.parl.union.eu/intranet/webdav/site/refin/shared/securite/modalites_auorisations_acces/modalites_auorisations_acces_fr.pdf\)](http://www.epintranet.ep.parl.union.eu/intranet/webdav/site/refin/shared/securite/modalites_auorisations_acces/modalites_auorisations_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 and lawfulness of the processing operation

The processing is lawful under Article 5(d) of 45/2001: the data subject has unambiguously given his or her consent.

In Chapter II - 14 of his Information and Communication Strategy 2012-2014, the EDPS describes study visits as part of the efforts to further increase both awareness of data protection and to maintain his interaction with the academic world.

Retention periods

Your data will be deleted from EDPS electronic and paper files the day after the study visit.

Right to recourse

You have the right to have recourse to the EDPS Data Protection Officer (EDPS-DPO@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(d) of 45/2001: the data subject has unambiguously given his or her consent.

In Chapter II - 14 of his Information and Communication Strategy 2012-2014, the EDPS describes study visits as part of the efforts to further increase both awareness of data protection and to maintain his interaction with the academic world.

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

The data will be forwarded to European 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

The data will be deleted the day after the study visit has been organised by the EDPS.

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 4 JUNE 2013

THE CONTROLLER: OLIVIER ROSSIGNOL
INFORMATION & COMMUNICATION - HEAD OF SECTOR