

EDPS record of processing activity

Record of EDPS activities processing personal data, based on Article 31 of 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.

Nr.	Item	Description
		Access to the EDPS building by visitors
1.	Last update of this record	23/06/2023
2.	Reference number	38
3.	Name and contact details of controller	<p><u>European Data Protection Supervisor (EDPS)</u> Postal address: Rue Wiertz 60, B-1047 Brussels Office address: Rue Montoyer 30, B-1000 Brussels Telephone: +32 2 283 19 00 Email: edps@edps.europa.eu</p> <p>Responsible department or role: Local Security Officer edps-lso@edps.europa.eu</p> <p>Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759</p> <p>Separate controller: European Parliament EP DG SAFE Directorate-General for Security and Safety Directorate for Security, Access and Assistance Security and Safety Brussels Unit BRU - WIB 01M087 - Tel. +32 228 46025 SAFE.dataprotection@europarl.europa.eu</p>



Nr.	Item	Description
		<p>For more information please refer to:</p> <ul style="list-style-type: none"> • EP record • EP data protection notice <p>Contact for enquiries: EP DPO - http://www.europarl.europa.eu/at-your-service/en/stay-informed/data-protection; data-protection@europarl.europa.eu.</p>
4.	Name and contact details of DPO	dpo@edps.europa.eu
5.	Name and contact details of joint controller (where applicable)	
6.	Name and contact details of processor (where applicable)	
7.	Short description and purpose of the processing	<p>The EDPS (MTS) building is located in premises belonging to the European Parliament (EP). The EP manages, among others, the control of access to their buildings.</p> <p>Based on a Cooperation Agreement, the EP performs access control also on EDPS' behalf to protect both EP and EDPS' assets against unauthorised access and any security threats.</p> <p>The purpose of the Access Control System is to protect the EDPS premises against unauthorised access and against security threats.</p> <p>The access control system aims at providing:</p> <ul style="list-style-type: none"> • Security measures to protect the persons and premises of the site; • Authorisation (controlling and, if applicable, granting) of access to site (registration of visitors and vehicles); • Physical protection of the site (guards, alarms, video surveillance, etc.); • Protection of organisational assets, information and monitoring of information system; • Investigating security incidents; • Evaluating threats and analysing risks.



Nr.	Item	Description
		<p>To enable individual visitors to directly enter the EDPS building (part of the EP’s ‘peripheral buildings’), EDPS staff members must first pre-register them online, in the ‘AXS2EP’ web-based application (use your EP credentials to log in). In order to register visitors, EDPS staff members is required to enter all necessary personal data for the visitor (name, surname, date of birth, nationality, type (ID card or passport) and identity document number) and the day of visit. Also, the EDPS staff member will need to be at the building entrance to welcome visitors and accompany them to the security agents, where they need to show their valid ID to get their access sticker. The EDPS staff member must also then accompany them throughout their visit.</p>
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>Personal data of visitors who would like to have access to EDPS building will be processed. EDPS staff would have to pre-register visitors using the AXS2EP web-application. Once they are pre-registered in AXS2EP, visitors will not have to fill out a paper form.</p> <p>Access requests submitted in AXS2EP are validated by the DG SAFE’s Accreditation Unit.</p> <p>Access requests should contain the following categories of personal data about individual visitors:</p> <ul style="list-style-type: none"> • family name(s) • first name(s) • date of birth • nationality • type of official identity document (ID card or passport) • number of official ID document <p>Information provided while pre-registering will be checked against the visitor’s identify document at the time of the visit.</p> <p>Visitors must carry their identity documents and access badges and always be accompanied by an EDPS staff member or by a security agent when moving around the EDPS building.</p>



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		<p>Some other personal data may be collected in order to grant access to the EDPS premises. For example, agents may record the entry to, and exit from the building of visitors and vehicles (as well outside the normal opening times).</p> <p>Agents may conduct other necessary operations related to access control.</p> <p>Vehicles:</p> <p>Pass holders entitled to enter the parking, might send a request to the Access and visitors Unit with further personal data regarding their vehicle and the person entitled to use it.</p> <p>In order to issue a car pass, the following personal data is processed:</p> <ul style="list-style-type: none"> • email • plate number • country of registration • fuel type • make • type • colour and • RFID tag number <p>For service providers wishing to enter the parking, the following additional information should be provided:</p> <ul style="list-style-type: none"> • name external company (firm) • name and first name of the responsible official and • contract number



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9.	Time limit for keeping the data	Visitors' personal data will be kept for the duration of the accreditation. The retention period is 1 year (it can be extended in case of investigations).
10.	Recipients of the data	Only Security services (agents) of the EP of the Directorate-General for Security and Safety will have access to personal data. Data will not be disclosed to third parties except if necessary for investigations reasons. In the event of an investigation, personal data may also be communicated to the other DGs and departments of the other EU Institutions, bodies and agencies.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No such transfers occur.
12.	General description of security measures, where possible.	The security measures applicable to AXS2EP web-application (i.e. information security measures, access rights based on need-to-know).
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	https://edps.europa.eu/data-protection/our-work/publications/other-documents/38-edps-data-protection-notice-access-visitors_en

