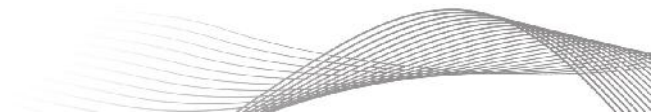


EDPS record of processing activity

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 building for visitors
1.	Last update of this record	06/12/2018
2.	Reference number	38
3.	Name and contact details of controller	European Data Protection Supervisor (EDPS) 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 Responsible department or role: edps-lso@edps.europa.eu Contact form for enquiries on processing of personal data to be preferably used: https://edps.europa.eu/node/759
4.	Name and contact details of DPO	edps-dpo@edps.europa.eu
5.	Name and contact details of joint controller (where applicable)	<u>European Parliament</u> EP DG SAFE Directorate-General for Security and Safety Directorate for Proximity and Assistance, Security and Safety



Nr.	Item	Description
		<p>Security and Safety Brussels Unit BRU - WIB 01M087 - Tel. +32 228 46025 safe.EDS2@europarl.europa.eu;</p> <p>Contact for enquiries: EP DPO - http://www.europarl.europa.eu/at-your-service/en/stay-informed/data-protection</p>
6.	Name and contact details of processor (where applicable)	-
7.	Short description and purpose of the processing	<p>The EDPS 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.</p> <p>The purpose of the Access Control System is to protect the European Data Protection Supervisor premises against unauthorised access and against both external and internal 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 of access to site (registration of staff, visitors and vehicles), • Physical protection of the site (guards, alarms, video surveillance, etc.) • Protection of organisational assets, information and monitoring of information system security.



Nr.	Item	Description
8.	Description of categories of persons whose data the EDPS processes and list of data categories	<p>All visitors wishing to access Parliament's premises will have to provide:</p> <p>Their family and first names, date of birth, nationality and type and reference number of an official identity document. The official identity document presented by individual visitors may be scanned to extract such data or to confirm a visitor's identity . Normally the data of the visitors of are kept in a logbook, recording the accesses of the day. Visitors must be escorted during their permanence in the building by a member of staff or by a security agent.</p>
9.	Time limit for keeping the data	Personal data will be destroyed after the retention period, i.e, after three weeks. The data will then be disposed and shredded using the relevant PE contactor/service provider
10.	Recipients of the data	Only Security services (agents) of the European Parliament. Data will not be disclosed to third parties except if necessary for security reasons and after prior approval of the Director-General for Security and Safety. The EDPS LSO is, in case of necessity, considered a third party.
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.
12.	General description of security measures, where possible.	In order to safeguard personal data against any possible misuse or unauthorised access, paper copies of the lists are protected by keeping them locked away when not in use and stored in a locker, drawer or cupboard . They are also protected by a strict need to know principle (only Security agents and the EDPS LSO can have access).
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

