

To be filled out in the EDPS' office

<b>REGISTER NUMBER:1411</b>
<b>NOTIFICATION FOR PRIOR CHECKING</b>
Date of submission: 16/11/2016
Case number: 2016-1055
Institution:GSA
Legal basis: Article 27-5 of the regulation CE 45/2001

<b>INFORMATION TO BE GIVEN(2)</b>
<i>(2) Please attach all necessary backup documents</i>
<b>1/ Name and adress of the controller</b>
European GNSS Agency, Janovskeho 438/2, 170 00 Prague, Czech Republic.
<b>2/ Organisational parts of the institution or body entrusted with the processing of personal data</b>
Security Department.
<b>3/ Name of the processing</b>
Visitors database at the GSA reception in the GSA headquarters.
<b>4/ Purpose or purposes of the processing</b>
The purpose of the processing is ensuring the security of people entering the GSA headquarters building, the security of the building, and the security and safety of the property and information located or stored at the GSA headquarters building.
For this purpose, each visitor is registered in an electronic database at the reception desk.
<b>5/ Description of the category or categories of data subjects</b>

All those people who are not GSA staff members (i.e. temporary agents and contract agents) or externals (i.e. seconded national experts, trainees, interims, experts and consultants) who do not have a GSA badge with their name and picture and access the GSA headquarters building passing through the reception. Those who only stay at the reception are not registered.

**6/ Description of the data or categories of data (including, if applicable, special categories of data (article 10) and/or origin of data)**

Name, surname, ID number, nationality. Furthermore, the date, details about the duration of the stay (time in/time out), name of the receiving staff member, and number of the provided access badge are also registered.

**7/ Information to be given to data subjects**

A specific privacy statement on the visitors records at GSA headquarters is available at GSA reception. It can also be provided on request to visitors@gsa.europa.eu.

**8/ Procedures to grant rights of data subjects (rights of access, to rectify, to block, to erase, to object)**

- Data subjects have the right of access their personal data at any time. Requests shall be addressed to the Head of Security Department at visitors@gsa.europa.eu.

However, the right of access shall be strictly limited by the protection of the personal data of third parties who also appear in those records. Therefore, if it is not possible to isolate the relevant records with a visitor's personal data, the requester is informed of the technical reasons making it impossible to provide the records or their part.

- Data subjects have the right of deletion and rectification of their personal data. Requests shall be addressed to the Head of Security Department at visitors@gsa.europa.eu provided that the records do not constitute objective evidence in the event of an offence or in case of a security investigation. Requests shall be dealt with within 15 days from the receipt of the request and, if possible, a response shall be provided within that period. In technically complex cases, the access authorisation shall be issued within 90 days from the receipt of the request, unless any of the preventing factors described above are present.

- Data subjects are entitled to lodge an appeal at any time with the EDPS at edps@edps.europa.eu should they consider that the processing operations do not comply with Regulation (EC) 45/2001.

**9/ Automated / Manual processing operation**

Manual processing (the record of the data is taken by the staff of the GSA contractor providing receptionist services).

**10/ Storage media of data**

An electronic file, password protected, at the GSA reception computer (part of the GSA internal ADMIN network).

**11/ Legal basis and lawfulness of the processing operation**

- Article 5 of Commission Decision (EU, Euratom) 444/2015 of 13 March 2015 on the security rules for protecting EU classified information

- Czech Law no. 101/2000Sb on the protection of personal data, dd 04/04/2000

- Czech law n° 412/2005 Sb on the protection of classified information, dd 21/09/2005

**12/ The recipients or categories of recipient to whom the data might be disclosed**

Personal data are accessible only to a limited number of people designated on a need-to-know basis:

- GSA contractor providing receptionist services: its staff is present at the GSA reception all working days from 8 am till 7 pm and registers data subjects in the database;
- GSA contractor providing guarding services: its staff, who is on duty on 24/7 basis at the GSA headquarters, has limited access to visitors' ID in cases when the receptionists are not present (i.e. if a visitor arrives before 8 am or after 7 pm). The staff does not have access to the database;
- IT personnel of the GSA ICT department can have the access to the hardware/software on occasional basis in order to maintain the system. Access to the data is limited.
- GSA Central Security Office staff: a) in order to monitor the use of access badges, staff is weekly informed about the visitors and provided badges, data is deleted in two days maximum; b) if an offence is committed or an incident investigated that could endanger persons, property or information, the records may be used in order to identify the offender, the victims or the witnesses, and to establish the facts;
- European Commission Security Directorate: in case of investigation of a security incident, records would be used in order to establish facts and/or to identify person/s involved;
- Czech authorities (e.g. police) when needed, to investigate or prosecute criminal offences.

**13/ Retention policy of (categories of) personal data**

Records of the database are kept for a period of 2 calendar years from the end of the year when the record was made plus six months. The records (in electronic format) are deleted manually after the end of the second calendar year, when records of the relevant calendar year are all deleted at once. Records are kept for further six months in back-up tapes. This period is considered to be a reasonable time limit for holding the records taking into account that (i) the GSA headquarters hold a storage for EU classified information (hereinafter EUCI); (ii) any possible security incident regarding EUCI might require a lengthy investigation; and (iii) keeping records of strangers presence in the building is essential for such an investigation. The GSA Central Security Office staff is also required to provide annual statistics of visitors for the purpose of the Annual Work Programme for which keeping the database for at least one year is needed.

If a security incident occurs and it is determined that the records are necessary to further investigate the incident or use the records as evidence, the relevant records may be retained beyond the 2 years period for as long as it is necessary for these purposes. Thereafter, they shall also be erased.

Physical and technical measures are taken to prevent, as far as reasonably possible, the improper use of the personal data. These measures are updated in line with technological developments.

**13 a/ time limits for blocking and erasure of the different categories of data**

**(on justified legitimate request from the data subject)**

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

15 days from the receipt of the request.

**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,***

No

**15/ Proposed transfers of data to third countries or international organisations**

No

**16/ The processing operation presents specific risk which justifies prior checking (*please describe*):**

AS FORESEEN IN:

Article 27.2.(a)

Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,

Yes

Article 27.2.(b)

Processing operations intended to evaluate personal aspects relating to the data subject,

No

Article 27.2.(c)

Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,

No

Article 27.2.(d)

Processing operations for the purpose of excluding individuals from a right, benefit or contract,

No

Other (general concept in Article 27.1)

No

**17/ Comments**

Privacy statement for data subjects attached.

PLACE AND DATE: Prague 15/11/2016

DATA PROTECTION OFFICER: Triinu Volmer

INSTITUTION OR BODY: European GNSS Agency