

# EEAS PRIVACY STATEMENT

## for the purpose of the processing operation 'Registration of EU Delegations' visitors'

### 1. INTRODUCTION

THE PROTECTION OF YOUR PRIVACY, INCLUDING YOUR PERSONAL DATA, IS OF GREAT IMPORTANCE TO THE EUROPEAN EXTERNAL ACTION SERVICE (EEAS), THEREBY REFLECTING THE PROVISIONS OF THE CHARTER ON FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION, AND IN PARTICULAR ART. 8 THEREOF. THE PRESENT PRIVACY STATEMENT DESCRIBES THE MEASURES TAKEN TO PROTECT YOUR PERSONAL DATA WITH REGARD TO THE ACTION INVOLVING THE PRESENT DATA PROCESSING OPERATION AND WHAT RIGHTS YOU HAVE AS A DATA SUBJECT. YOUR PERSONAL DATA ARE PROCESSED IN ACCORDANCE WITH REGULATION (EC) 45/2001 ON THE PROTECTION OF INDIVIDUALS WITH REGARD TO THE PROCESSING OF PERSONAL DATA BY THE COMMUNITY INSTITUTIONS AND BODIES AND ON THE FREE MOVEMENT OF SUCH DATA, AS IMPLEMENTED IN THE EEAS BY THE DECISION OF THE HIGH REPRESENTATIVE OF THE UNION FOR FOREIGN AFFAIRS AND SECURITY POLICY OF 8 DECEMBER 2011. ALL DATA OF A PERSONAL NATURE - NAMELY DATA WHICH CAN IDENTIFY YOU DIRECTLY OR INDIRECTLY - WHICH YOU PROVIDE TO THE EEAS WILL BE HANDLED WITH THE NECESSARY CARE.

### 2. PURPOSE OF THE PROCESSING OPERATION

#### Purpose

The purpose of this data processing operation is to register and to control all the visitors (non EU Delegation staff) who access the premises of an EU Delegation.

#### Description of the processing operation

Before allowing any visitor (including a family member of Delegation staff) to enter the Delegation premises the receptionist/security guard\* will check with the person receiving the visit and, if the visit is confirmed. The receptionist/security guard will deliver a numbered "Visitor" access card upon showing a valid picture ID card. Unless an equivalent procedure is in place, the receptionist/security guard will retain the ID card until the "Visitor" card is returned. The receptionist/ security guard records personal data from the visitor and the entry and exit times in the visitors' registry/logbook.

\*The registration of visitors can be done by the Guard Supervisor, not by the receptionist at the entrance gate (in a logbook) where the data is also stored.

### 3. DATA PROCESSED

The data processed, including personal data, may contain the following:

I. Personal Data (Name, Forename, ID, company or organisation, time of entrance and exit of the Delegation) of the visitor accessing the EU Delegation

II. Personal Data (Name, Forename) of the EU staff member who receives the visit, or of the staff from a third party hosted in the EU Delegation.

### 4. CONTROLLER OF THE PROCESSING OPERATION

The controller<sup>1</sup> responsible for the processing operation is the European External Action Service. The Directorate/Division in charge of the management of the personal data processing is the Division 'Field Security' (BA.IBS.2) supervised by the Head of Division or his/her Deputy acting on his/her behalf.

Furthermore, **each Delegation under the supervision of the Head of Delegation will be the co-controller responsible for processing personal data in compliance with the provisions of Regulation (EC) 45/2001.**

### 5. RECIPIENTS OF THE DATA

In Delegations:

The Head of Delegation (HoD), the Head of Administration (HoA), staff from the reception, Delegation Security Coordinator (DSC), Regional Security Officer (RSO), and other dedicated staff from the Delegation with rights access to the visitor's registry.

In HQ:

If necessary, dedicated staff members of 'Field Security' Division that would need this data for audit or inspection of the visitor's registry; Division 'Inspection' for evaluation, ex-post control or inspection, Security Directorate of EC.

### 6. PROVISION, ACCESS AND RECTIFICATION OF THE DATA

You have the right to access your personal data and the right to correct any inaccurate or incomplete personal data, as well as to request the removal of your personal data, which will be implemented within 10 working days after your specific request will have been deemed legitimate. If you have any queries concerning the processing of your personal data, you may address them to the data controller at the functional mailbox of Field Security Division (BA.IBS.2): BA-IBS-2@eeas.europa.eu and/or to the functional mailbox of the relevant EU Delegation.

<sup>1</sup> The controller is the organisational entity which determines the purpose and means of the processing of personal data.

## **7. LEGAL BASIS FOR THE PROCESSING OPERATION**

### Legal basis at stake:

- Vienna Convention on Diplomatic Relations and Optional Protocols of 18 April 1961
- Establishment agreements concluded by the EEAS with the third countries
- Decision HR(2013)006 of 19 April 2013

This information is available in the EU Delegation's Guide in the "Access rights at the Delegations" sheet:  
<http://intragate.ec.europa.eu/admcorner/eudelguide/policy.cfm?pid=1463/>

### Further legal reference:

Good administrative practices in the framework of the Treaty of Lisbon and the Council Decision of 26 July 2010 establishing the organisation and functioning of the European External Action Service (2010/427/EU) available on:  
[http://www.eeas.europa.eu/background/docs/eeas\\_decision\\_en.pdf](http://www.eeas.europa.eu/background/docs/eeas_decision_en.pdf)

## **8. TIME LIMIT FOR STORING DATA**

Logbook and visitors' registry shall be retained for 5 years at the Delegation and shall be available for audits or inspections.

Only badges not containing personal data (i.e. those for visitors) may be re-used.

*Access control data collected from the badges will be retained for a maximum period of 5 years for the purpose of protecting EU Delegations security interests; data is processed and retained in accordance with Regulation (EC) 45/2001.*

## **9. CONTACT**

In case you have questions related to the protection of your personal data, you can also contact the EEAS' Data Protection Office at [data-protection@eeas.europa.eu](mailto:data-protection@eeas.europa.eu).

## **10. RECOURSE**

You have at any time the right of recourse to the European Data Protection Supervisor at [edps@edps.europa.eu](mailto:edps@edps.europa.eu).