



## **EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE**

### **FOR THE PURPOSE OF**

### **PROCESSING PERSONAL DATA RELATED TO**

## **Registration of EU Delegations' visitors**

### **1. INTRODUCTION**

The protection of your personal data and privacy is of great importance to the European External Action Service (EEAS) and to the Delegations of the European Union. You have the right under EU law to be informed when your personal data is processed [collected, used, stored] as well as about the purpose and details of that processing.

When handling personal data, we respect the principles of the Charter of Fundamental Rights of the European Union, and in particular Article 8 on data protection. Your personal data are processed in accordance with Regulation (EU) 2018/1725 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, aligned with Regulation (EU) 2016/679, the General Data Protection Regulation. In this privacy statement you find information about how the EEAS and EU Delegations process your personal data and what rights you have as a data subject.

### **2. PURPOSE OF DATA PROCESSING: Why do we process your data?**

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.

### **3. DATA PROCESSED: What data do we process?**

The data, including personal data, which may be processed for that purpose are 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. DATA CONTROLLER: Who is entrusted with processing your data?**

The Controller determining the purpose and the means of the processing activity is the European External Action Service. The representative of the controller, the service responsible for managing the personal data processing under the supervision of the Director / Head of Division / Head of Delegation is the following entity:

Field Security Division of the EEAS (BA.SI.1)

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 Reg. (EU) 2018/1725.

### **5. RECIPIENTS OF THE PERSONAL DATA: Who has access to your data?**

The recipients of your data may be

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.

The given information will not be communicated to third parties, except where necessary for the purposes outlined above.

### **6. ACCESS, RECTIFICATION, ERASURE OF DATA: What rights do you have?**

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, if collected unlawfully, which will be implemented within 10 working days after your request has been deemed legitimate. If you have any questions concerning the processing of your personal data, you may address them to the following functional mailbox of the Data Controller.

**[BA-SI-1@eeas.europa.eu](mailto:BA-SI-1@eeas.europa.eu) and the functional mailbox of the relevant EU Delegation**

## **7. LEGAL BASIS: On what grounds we collect your data?**

Legal basis:

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: [Council Decision of 26 July 2010 establishing the organisation and functioning of the EEAS \(2010/427/EU\)](#) – OJ L 201, 3/8/2010, p. 30.

## **8. TIME LIMIT - DATA STORING: For what period and how we process your 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.

Security of data: Appropriate organisational and technical measures are ensured according to Article 33 of Reg. (EU) 2018/1725. The collected personal data are stored on servers that abide by pertinent security rules. Data is processed by assigned staff members. Files have authorised access. Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data. General access to personal data is only possible to recipients with a UserID/Password. Physical copies of personal data are stored in a properly secured manner. 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

## **9. EEAS DATA PROTECTION OFFICER: Any questions to the DPO?**

In case you have queries you can also contact the EEAS Data Protection Officer 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).