

# EEAS PRIVACY STATEMENT - DATA PROTECTION NOTICE

## FOR THE PURPOSE OF PROCESSING PERSONAL DATA RELATED TO

# E-VISITOR – THE EEAS VISITORS' MANAGEMENT SYSTEM

### 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 the 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 EEAS visitors' management system aims at managing all processes related to the organisation of a visit to the EEAS premises. It facilitates a smooth check-in process, provides a high level of security and reliable information on the number of visitors inside the building as well as increases the safety of visitors.
- It also ensures the protection of EEAS security and safety interests, including staff under the responsibility of the EEAS, EEAS premises, physical assets, information and visitors.

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

The data, including personal data, which may be processed for that purpose are the following:

- For EEAS HOST (meeting organiser):  
First name, Last name, EEAS (professional) email address, Office address
- For EEAS VISITOR (invited participant, guest):  
First name, Last name, Nationality, Passport or ID number, E-mail (optional), Phone number (optional)

### 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 (EEAS). The EEAS Division responsible for managing the personal data processing under the supervision of the Head of Division is the following organisational entity:

**HQ Security and EEAS Security Policy Division BA.SI.2**

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

The recipients of your data may be

- EEAS officials who act as administrators/HOST of the system
- Contractors of external security companies in charge of EEAS accreditation services, who for the performance of their duties need access to the IT system (subject to their "need to know")
- Contractor of external company "Proxyclick" which is the service provider of the system and acts as Cloud Customer under the binding clauses of the Data Processing Agreement (DPA) Even though not considered as recipients under Regulation (EU) 2018/1725, investigating entities of the EEAS, the EU and Police forces in the exercise of their official authorities may be granted access to personal data processed by the eVisitor system. This is subject to the authorisation by the relevant EEAS Authority.

Personal data is not intended to be transferred to a third country or an international organisation. 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 of access to your personal data and the right to correct any inaccurate or incomplete personal data. The right of rectification can only apply to factual data processed. Under certain conditions, you have the right to ask the deletion of your personal data or restrict their use as well as to object at any time to the processing of your personal data on grounds relating to your particular situation. We will consider your request, take a decision and communicate it to you. Efforts will be made that if deemed legitimate rectification or deletion requests would be implemented in general in 10 working days.

Special attention is drawn to the consequences of a request for deletion, in which case any trace to be able to contact the data subject will be lost.

For more information, please see Articles 14 to 21, 23 and 24 of Regulation (EU) 2018/1725. The EEAS may restrict the right of access, rectification or erasure as well as the right to know about a data breach for the grounds of protecting EEAS internal security pursuant to Article 25(1)(d).

If you have questions concerning the processing of your personal data, you may address them to the Data Controller via the functional mailbox:

**EEAS SECURITY ACCREDITATION <[EEAS-SECURITY-ACCREDITATION@eeas.europa.eu](mailto:EEAS-SECURITY-ACCREDITATION@eeas.europa.eu)>**

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

- The processing of personal data is necessary for the performance of a task carried out in the public interest and in the exercise of official authority vested in the EEAS, namely to preserve the security of its buildings. The processing is lawful under Article 5(1)(a) of Regulation (EU) 2018/1725.
- 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.
- Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 19/09/2017 on the security rules for the European External Action Service (ADMIN(2017)10).

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

- For EEAS HOST:  
Data is kept until the host staff member is employed by the EEAS as it is part of the user provisioning and access rights to the system and for subsequent 5 years until the exhaustion of all disciplinary claims.
- For EEAS VISITOR:  
Automatic deletion of data after 2 years.

#### 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. 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. Measures are provided to prevent unauthorised entities from access, alteration, deletion, disclosure of data. Security is also ensured by EU Login account authentication through unique password, associated with only one email address with double authentication. The cloud provider selected for the tool provides sufficient assurance to act on behalf of EU Institutions and to implement the necessary technical, organisational and data protection measures as well as to verify the effectiveness of those measures (effective security strength in data traffic encryption, copies of audit certificates) based on legally binding contract clauses including the protection of personal data.

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

If you have enquiries 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 to have recourse to the European Data Protection Supervisor at [edps@edps.europa.eu](mailto:edps@edps.europa.eu).