

RECORD OF PERSONAL DATA PROCESSING ACTIVITY according to Article 31 of Regulation (EU) 2018/1725

► Management of physical access to the EIOPA premises

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General information

Introduction
EIOPA, as a European Authority, is committed to protect individuals with regard to the processing of their personal data in accordance with Regulation (EU) No 2018/1725 (further referred as the Regulation) ¹ .
Contact Details of Data Controller(s)
Fausto Parente, Executive Director Westhafenplatz 1, 60327 Frankfurt am Main, Germany fausto.parente@eiopa.europa.eu
Contact Details of the Data Protection Officer
Eleni Karatza Westhafenplatz 1, 60327 Frankfurt am Main, Germany dpo@eiopa.europa.eu
Contact Details of Processor
EIOPA's Team/Unit/Department responsible for the processing: Corporate Services Team, Finance & Corporate Services Unit

¹ 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.

Description and Purpose of the Processing

Description of Processing
<p>In order to manage and control the physical access and ensure safety of EIOPA staff members (internal staff, Seconded National Experts, interim staff and trainees) and EIOPA service provider personnel to the EIOPA premises, it is necessary to collect their personal data. The data collected may include the following:</p> <ul style="list-style-type: none"> - Name and title; - Email address, phone/mobile/fax number; - Position/job title; - Company name of the service provider; - Vehicle information (licence plate number, vehicle brand/model and colour); - Information about assigned access cards and door opener remotes (card/device numbers). <p>The collection and processing of this data is required to assign access cards to individual staff members and service provider personnel, to manage the register of access cards, to arrange for personalised access privileges and to control physical access to the EIOPA premises. Obtaining access to the garage requires staff members and service provider personnel to submit information about their vehicle (licence plate number, vehicle brand/model and colour). This allows EIOPA to track the use of its parking spaces and identify potential misuse.</p> <p>For specific purposes, some of the data subjects’ personal information may be shared with and processed by the building operator of EIOPA’s premises. In such cases, EIOPA will only disclose the necessary minimum of personal data required for the building operator to grant physical access to EIOPA staff and service provider personnel.</p> <p>The data subjects’ personal information will be retained for the duration of their employment at or service provision for EIOPA and will be deleted thereafter.</p>
Purpose (s) of the processing
<p><input checked="" type="checkbox"/> Staff administration</p> <p><input type="checkbox"/> Relations with external parties</p> <p><input type="checkbox"/> Procurement and accounting</p> <p><input type="checkbox"/> Administration of membership records</p> <p><input type="checkbox"/> Auditing</p> <p><input type="checkbox"/> Information administration</p> <p><input type="checkbox"/> Other (please give details):</p>
Lawfulness of Processing

- Legal Basis justifying the processing:
EIOPA Security Policy (EIOPA/POL/LSO/35) complemented by Commission Decision 2001/844/EC, ECSC, Euratom of 29 November 2001 amending its internal Rules of Procedure.
Processing is necessary for the performance of a task carried out in the public interest and for the management and functioning of EIOPA.
 - Processing is necessary:
 - for the performance of a task carried out in the public interest - Article 5(1)(a) of the Regulation
 - for compliance with a legal obligation to which the Controller is subject
 - for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
 - in order to protect the vital interests of the data subject or of another natural person
- Or
- Data subject has given his/her unambiguous, free, specific and informed consent

Data Subject's Rights

Information on how to exercise data subject's rights

Data subjects may exercise their data privacy rights provided in Articles 17 to 24 of the Regulation (EU) 1725/2018.

Data subjects have the right to:

- access their personal data, receive a copy of them in a structured and machine-readable format or have them directly transmitted to another controller, as well as request their rectification or update in case they are not accurate.
- request the erasure of their personal data, as well as object to or obtain the restriction of their processing.
- withdraw their consent to the processing of their personal data at any time in case such processing is based solely on their consent.

For the protection of the data subjects' privacy and security, every reasonable step shall be taken to ensure that their identity is verified before granting access, or rectification, or deletion.

Should data subjects wish to access/rectify/delete their personal data, or receive a copy of them/have it transmitted to another controller, or object to/restrict their processing, please contact facilitymanagement@eiopa.europa.eu or DPO@eiopa.europa.eu.]

Complaint:

Any complaint concerning the processing of the data subjects' personal data can be addressed to EIOPA's Data Protection Officer (DPO@eiopa.europa.eu). Alternatively, data subjects can also have at any time recourse to the European Data Protection Supervisor (www.edps.europa.eu).

Categories of Data Subjects & Personal Data

Categories of Data Subjects
<p><input checked="" type="checkbox"/> EIOPA permanent staff, Temporary or Contract Agents</p> <p><input checked="" type="checkbox"/> SNEs or trainees</p> <p><input type="checkbox"/> Visitors to EIOPA (BOS, MB, WG, Seminars, Events, other)</p> <p style="padding-left: 20px;">If selected, please specify:</p> <p><input checked="" type="checkbox"/> Providers of good or services</p> <p><input type="checkbox"/> Complainants, correspondents and enquirers</p> <p><input type="checkbox"/> Relatives and associates of data subjects</p> <p><input checked="" type="checkbox"/> Other (please specify): service provider personnel with access rights to EIOPA premises</p>
Categories of personal data
<p>(a) General personal data:</p> <p>The personal data contains:</p> <p><input checked="" type="checkbox"/> Personal details (name, address etc)</p> <p><input type="checkbox"/> Education & Training details</p> <p><input type="checkbox"/> Employment details</p> <p><input type="checkbox"/> Financial details</p> <p><input type="checkbox"/> Family, lifestyle and social circumstances</p> <p><input checked="" type="checkbox"/> Other (please give details): Vehicle information (licence plate number, vehicle brand/model and colour)</p> <p>(b) Special categories of personal data</p> <p>The personal data reveals:</p> <p><input type="checkbox"/> Racial or ethnic origin</p> <p><input type="checkbox"/> Political opinions</p> <p><input type="checkbox"/> Religious or philosophical beliefs</p> <p><input type="checkbox"/> Trade union membership</p> <p><input type="checkbox"/> Genetic or Biometric data</p> <p><input type="checkbox"/> Data concerning health, sex life or sexual orientation</p>

Categories of Recipients & Data Transfers

Recipient(s) of the data
<input type="checkbox"/> Managers of data subjects <input checked="" type="checkbox"/> Designated EIOPA staff members If selected, please specify: Staff members of the Corporate Services Team and the EIOPA Security Officer <input type="checkbox"/> Relatives or others associated with data subjects <input type="checkbox"/> Current, past or prospective employers <input type="checkbox"/> Healthcare practitioners <input type="checkbox"/> Education/training establishments <input type="checkbox"/> Financial organisations <input type="checkbox"/> External contractors <input checked="" type="checkbox"/> Other (please specify): Relevant personnel of the building operator of EIOPA’s premises
Data transfer(s)
<input type="checkbox"/> Within EIOPA or to other EU Institutions/Agencies/Bodies If selected, please specify: <input type="checkbox"/> To other recipients within the EU (e.g. NCAs) <input type="checkbox"/> To third countries If selected, please specify: Whether suitable safeguards have been adopted: <input type="checkbox"/> Adequacy Decision of the European Commission ² <input type="checkbox"/> Standard Contractual Clauses (SCC) <input type="checkbox"/> Binding Corporate Rules (BCR) <input type="checkbox"/> Administrative Arrangements between public Authorities (AA) <input type="checkbox"/> To international organisations If selected, please specify the organisation and whether suitable safeguards have been adopted:
Data subjects could obtain a copy of SCC, BCR or AA here: N/A

² Third countries for which the European Commission has issued adequacy decisions are the following: [Adequacy decisions \(europa.eu\)](https://european-council.europa.eu/media/e300197/16714/1/16714_en.pdf).

Automated Decision Making

Automated Decision-making, including profiling
A decision is taken in the context of this processing operation solely on the basis of automated means or profiling: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes In case of an automated decision-making or profiling, please explain:

Retention Period & Security Measures

Retention period
Personal data collected in the context of the management of physical access to the EIOPA premises will be retained for the duration of the data subjects' employment at or service provision for EIOPA and will be deleted thereafter.
For further processing envisaged beyond the original retention period for historical, statistical or scientific purposes, please specify whether the personal data will be anonymised: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Technical & organisational security measures taken
Several technical and organisational measures have been adopted in order to ensure the optimum security of the documents and personal data collected in the context of the procedures described under section "Description and purpose of the processing".