



EIOPA-DPO-18-014 – rev1

**Record of personal data processing
related to the physical access control for visitors
(Art.31(5) Regulation (EU)1725/2018¹)**

EIOPA's Data Controller

The controller responsible for the processing is EIOPA's Executive Director.

Address and email address of the controller:

Westhafenplatz 1, 60327 Frankfurt am Main, Germany

fausto.parente@eiopa.europa.eu

EIOPA's Data Protection Officer

Westhafenplatz 1, 60327 Frankfurt am Main, Germany

dpo@eiopa.europa.eu

External Processor(s) / Joint Controller(s)

Selected concierge and security personnel of the Westhafen Tower operator MANN Management GmbH, as well as the third party provider to which some concierge services have been outsourced by MANN Management GmbH.

Purpose of the processing

EIOPA collects certain personal information of individual visitors and visitor groups for: a) security purposes, to control access to EIOPA's premises/car park and to ensure the safety of its personnel and guests; and b) statistical purposes, to collect anonymised data on visitors numbers, participation rates in different types of meetings/events, representation rates of different organisations/entities, country representation, and aggregated and average travel distances.

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

Categories of data subjects & Personal data collected

The data collected is restricted to visitor identification data, i.e. the ones appearing in identification documents including names of the data subjects, name of the employer or institution/entity represented (if applicable), vehicle license plate numbers (if applicable), origin of travel route to EIOPA (if applicable), and general information concerning the visit, such as the name of the meeting/event, the name of the EIOPA staff visited, the expected date and time of arrival and departure.

Recipients of personal data

Access to the data collected is restricted to staff assigned to EIOPA's Corporate Services Team (which includes facility managers, meeting assistants, and event coordinators), EIOPA's Security Officer, as well as selected concierge and security personnel of the Westhafen Tower operator MANN Management GmbH and personnel of EIOPA's reception services provider.

Transfer of personal data to a third country or international organisation. If so, to which ones and with which safeguards?

No personal data are sent to a third country or an international organisation in the context of this processing activity.

Retention period

- Personal data will be retained up to three months by EIOPA's reception, at which point any attributable information, such as names and vehicle licence plate numbers, which would allow the identification of individual persons, will be deleted. Only aggregated data on total visitor numbers, participation rates in different types of meetings/events, representation rates of different organisations/entities, country representation, travel distances, and similar will be retained for statistical purposes.
- Any visitor records provided to the concierge and security service of the Westhafen Tower operator MANN Management GmbH will be destroyed one working day after the day of visit.

Technical & organisational security measures taken

Several technical and organisational measures have been adopted both by the processor and EIOPA in order to ensure the optimum security of the documents and personal data collected from visitors. More precisely:

- Paper copies of collected documents are kept in locked cupboards where access can only have persons authorised on a need-to-know basis;
- Electronic files are stored in EIOPA's document management system with restricted access rights.

Information on how to exercise data subject's rights

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

To exercise these rights, please contact: reception@eiopa.europa.eu or DPO@eiopa.europa.eu.

For more information on the processing of personal data and on how to exercise the above rights, please refer to EIOPA's Legal Notice:

https://www.eiopa.europa.eu/legal-notice_en#PersonalDataProtection