

## **PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about the processing and the protection of your personal data.**

**Processing operation:** ELA access control, CCTV system and parking cards

**Data Controller:** European Labour Authority, Resources Unit

**Record reference:** DPR-ELA-2022- 0008

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## **1. Introduction**

The European Labour Authority (hereafter 'ELA') is committed to protect your personal data and to respect your privacy. ELA collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation "*ELA access control, CCTV system and parking cards*" undertaken by the European Labour Authority, Resources Unit is presented below.

## **2. Why and how do we process your personal data?**

Purpose of the processing operation: The European Labour Authority, Resources Unit collects and uses your personal information to:

- allow entrance to Landererova 12 (L12) building and the European Labour Authority premises
- keep track of how many people are in the building for evacuation purposes
- report on the number of visitors
- have a continuous surveillance of the presence of individuals on the site.

Your personal data will not be used for an automated decision-making including profiling.

## **3. On what legal ground(s) do we process your personal data**

We process your personal data, because, according to Article 5(1)(a) of Regulation (EU) 2018/1725, the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body.

Legal basis:

Regulation (EU) 2019/1149 of the European Parliament and of the Council of 20 June 2019 establishing a European Labour Authority

Regarding parking purposes, we process your personal data, because, according to Article 5(1)(d) of Regulation (EU) 2018/1725, you have given consent to the processing of your personal data for this specific purposes.

We do not process **special categories of personal data**, therefore Article 10 of the Regulation does not apply.

## **4. Which personal data do we collect and further process?**

In order to carry out this processing operation the European Labour Authority, Resources Unit collects the following categories of personal data:

**For ELA Staff:**

Full name, Birth date, Photograph, Nationality, Address and other contact details, Staff number (unique identifier: staff number for ELA staff, Link type with the European Labour Authority – official, temporary agent, seconded national experts, national liaison officer, contractual agent, interimaire, trainee, Current working status – active, detached, long term absence, etc, E-mail, Contract number and contract end date, Access rights, Roles associated with system privileges and tasks.

**For external data subjects:**

Full name, Birth date, Nationality, Address and other contact details, internal database number for EU institution/body staff, Link type with the European Labour Authority – contractor, visitor, retired staff, staff family member, etc., Place of work and/or visit, Visit date/access period, EU institution/body attached to, Office and tel/fax number(s) of the person visiting, E-mail, Identity document number and dates, Access rights, Employer contacts for subcontractors, Specific data related with roles within the ELA (e.g. press, diplomatic representation, security officer, safety officer, etc.)

In case of use of the parking space: On a voluntary basis, car plate number and specific card associated will be provided to Building Management for programming the parking access system.

**For all data subjects:**

Video images taken by the associated video surveillance system.

A standardised pictogram of video surveillance is clearly visible on the walls of all ELA entries at all times

In case of any incident, it will be reported as appropriate to the Security Service, SBS Control Room, Building Management and if needed, the police.

The provision of personal data is mandatory to meet a legal and contractual requirement. The collection of data is necessary for the management of the European Labour Authority and to ensure the safety and security of ELA Premises.

For parking purposes:

The provision of personal data is not mandatory. On a voluntary basis, car plate number and specific card associated will be provided to Building Management for programming the parking access system.

**5. How long do we keep your personal data?**

The European Labour Authority, Resources Unit only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, namely for:

- ELA Staff identification data: until termination of the link between the data subject and the European Labour Authority plus 6 months (e.g.: end of contract plus 6 months).
- Visitors identification data (external data subjects): data will be deleted/anonymised 6 months later after the last action related to the visit.
- Vehicle plate number: until the data subjects withdraw their data/return the parking card or when they terminate their contract with the European Labour Authority plus 1 month. CCTV images: will be deleted after 2 weeks, in accordance with Slovak law.

## **6. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Labour Authority or of its contractors.

ELA's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of ELA, and by the confidentiality obligations deriving directly from the General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#).)

In order to protect your personal data, ELA has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

## **7. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to ELA staff responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements. In particular:

- ELA staff data and visitors will be accessible to authorized ELA staff in Resources Unit, in order to organize the visit/entry into service.
- Name, surname, ID card number or service card number, citizenship and proof of identity will be accessible to the Receptionist/information clerk of the building.
- In case of an incident, personal data can be processed by the Service guard and Building Management and/or Police.
- Vehicle plate number will be accessible to authorized ELA staff in Resources Unit and Building Management.

CCTV images will be only accessible to authorized staff from the Resources Unit on a "need to know basis" and in case of an incident may be handled to the relevant authorities. CCTV images are only available for the periods of recording.

*Please note that pursuant to Article 3(13) of the Regulation, public authorities (e.g. Court of Auditors, EU Court of Justice) which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients. The processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.*

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

## **8. What are your rights and how can you exercise them?**

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, your personal data and to rectify them in case your personal data are inaccurate or incomplete. Where applicable, you have the right to erase your personal data, to restrict the processing of your personal data, to object to the processing, and the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a) on grounds relating to your particular situation.

For parking purposes: You have consented to provide your personal data to the European Labour Authority, Resources Unit for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

## **9. Contact information**

### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller:

resources@ela.europa.eu

### **- The Data Protection Officer (DPO) of ELA**

You may contact the Data Protection Officer ([data-protection@ela.europa.eu](mailto:data-protection@ela.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

### **- The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

## **10. Where to find more detailed information?**

ELA Data Protection Officer (DPO) publishes the register of all processing operations on personal data by ELA, which have been documented and notified to him. You may access the register via the following link: <https://www.ela.europa.eu/en/privacy-policy>

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-ELA-2022- 0008 ELA access control, CCTV system and parking cards.