



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

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

Processing operation: Information visits to the European Commission in Brussels

Data Controller: Directorate-General for Communication, Directorate B, Unit B4

Record reference: DPR-EC-00081

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1. Introduction

The European Commission (hereafter 'the Commission') is committed to protect your personal data and to respect your privacy. The Commission 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 "Information visits to the European Commission in Brussels" undertaken by DG COMM, Directorate B, Unit B4 is presented below.

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

Purpose of the processing operation: DG COMM, Directorate B, Unit B4 The Visitors' Centre (referred to hereafter as Data Controller) collects and uses your personal information in order to organise your visit to the Visitor's Centre of the European Commission in Brussels.

Personal data is processed for granting access to the Commission buildings in Brussels and to inform speakers of the composition of the groups and of the number of participants.

E-mail addresses are collected on a voluntary basis for the purpose of sending information by DG COMM to interested visitors by e-mail.

Based on their prior consent, pictures and videos of visitors may be taken during the visit and may be used for the purpose of promoting the Visitors' Centre activities internally (e.g. PowerPoint, activity reports, publications) and externally (e.g. Social media, website).

The Visitors' Centre receives its visitors only in groups. Ahead of the visit, the group leader electronically submits the personal data of each group member into the Visitors' Centre's integrated IT system from where the data for the whole group are submitted to e-Pass. There are 14 live Internet stations across the Visitors' Centre informing visitors about the priorities of the Commission and the respective policies ([link to Europa webpages](#)). These stations offer to visitors', on a voluntary basis, to enter their e-mail addresses in order to receive information from the Commission by e-mail.

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:

(a) 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;

(d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

Organising visits is a task resulting from the Commission's own prerogatives at institutional level, as provided for in Article 58(2) (d) 49(2) of Council Regulation (EU, 2018/1046 of 18 July 2018 on the financial rules applicable to the general budget of the Union (OJ L 193, 30.7.2018, p. 1-222). The processing operations on personal data in the context of a group's visit to the European Commission as well as the voluntary collection of e-mail addresses of visitors are necessary and lawful under article 5(a), and (d) of Regulation (EC) 2018/1725

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

In order to carry out this processing operation Directorate-General for Communication, Directorate B, Unit B4 collects the following categories of personal data:

- Name
- First name
- Nationality
- Date of birth
- Passport number, ID number

These data collected from the visitors are mandatory, mainly for security reasons, in order to visit the European Commission.

In addition, the following data are collected:

- Sector of occupation of the visiting group
- Only for the group leader: contact details (e-mail address, telephone number, mobile telephone number, postal address, country of residence, Internet address)

5. How long do we keep your personal data?

Directorate-General for Communication, Directorate B, Unit B4 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

(A) The personal data of the visitors will be kept for a maximum of 1 year for security reasons before being anonymised. The data of the Group Leader will be kept for a maximum of 5 years before being anonymised, but the Group Leader may also decide to remove his/her account sooner.

(B) The Visitors' Centre keeps the visitors' e-mails - provided on a voluntary basis - for 5 years to provide them with information after their visit to the Commission

A. Data collected for the visit may be erased immediately upon request, within the limits of the data processing and the procedure for obtaining the access title from the Security Directorate.

B. The e-mail address will be erased immediately upon request.

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 on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

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

In order to protect your personal data, the Commission 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 the Commission 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.

The Commission's contractors are bound by a specific contractual clause for any processing operations of personal data on behalf of the Commission, and by the confidentiality obligations deriving from Regulation (EU) 2016/679 of the European Parliament and the of the Council of 27 April 2016.

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, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or 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).

You have consented to provide your personal data to Directorate-General for Communication, Directorate B, Unit B4 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,

- Directorate-General for Communication, Directorate B, Unit B4 (in charge of Visitors' Centre);
- Mailbox address: VISIT-REQUESTS@ec.europa.eu

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.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) 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?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-00081.