



## PRIVACY STATEMENT

### Registration of Daily Visitors at JRC Ispra

#### 1. The registration of daily visitors.

The registration of daily visitors is performed by means of an Information System (SECPAC) that manages the full electronic registration and work flow of daily permit requests. Visitors entering the Ispra-Site of the Joint Research Centre (JRC) also have to register any vehicle they use to enter the site. Upon receipt of the printed 'Daily Permit' all visitors will have to leave an 'Identity Document' at the Reception Desk that will be retained only for the duration of the visit and will successively be exchanged for the printed 'daily permit' on leaving the Ispra Site.

This information system and the registration of visitors, falls under the responsibility of the Ispra site Director acting as the Controller for this processing of personal data.

As this information system collects and further processes personal data, Regulation (EC) 45/2001, of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, is applicable.

#### 2. What personal information do we collect, for what purpose and through which technical means?

##### Identification data

- Visitor data: name, first name, company, date and place of birth, nationality, full private address, contact phone number, identity document details (document nr., issue date, issuing authority, validity), permit beginning and end date/time, visit beginning and end date/time, visited area(s) and people.
- Vehicle data: plate, make, model, colour.

The purpose of the processing of personal data is to authorise and register entry on-site of external people and respective vehicles. Internal staff who cannot exhibit their service card are also registered.

It allows Security Service to trace external people and vehicles and verify that they have legitimately entered the site.

##### What technical means are used?

Security Service directly hosts, manages and monitors the existing production and contingency database environments for what concerns SECPAC being such a service well integrated within the JRC Information System infrastructure, including the 'Web Applications Browser'. Access to data is done with identified individual access via client/server applications or a browser protected by a Username/Password.

#### 3. Who has access to your information and to whom is it disclosed?

Access to personal data is only allowed to SECPAC users (JRC officials).

The Security Service, responsible for managing access to the Ispra site, may also transfer data for security reasons to the Ispra Site Director or the Security Directorate (DG HR/DS) of the Commission in accordance with the applicable provisions of Regulation (EC) No 45/2001 (Art 7).

Data can be handed over to national law enforcement agencies upon written request and duly authorized by the controller in case of investigations regarding threats to the security of the JRC sites or the European Commission.

For contractual invoicing reasons, the data on real presence on site of staff working for external contractors could be transferred to all Management Support Units (MSU) on the Ispra site (Art 7).

#### **4. How do we protect and safeguard your information?**

The collected personal data and all information related to the above mentioned processing is stored on the servers of DG JRC, the operation of which complies with the Commission's security decisions and provisions.

#### **5. How can you verify, modify or delete your information?**

In case you want to verify which personal data is stored on your behalf by the responsible controller, to have it modified, corrected or deleted, please write an e-mail message using the functional mailbox address mentioned hereafter under "Contact Information", specifying explicitly your request.

Special attention is drawn to the consequence of any delete request; in this case any trace to contact you will be lost.

#### **6. How long do we keep your data?**

Your personal data is kept as long as follow-up actions to the above mentioned visit and linked to the 72 months rule are necessary. As a consequence all personal data related to your visit will be deleted 12 years after the visit.

#### **7. Contact Information**

In case you have questions relating to this processing of your personal data, or concerning any information processed in the context of visitor and vehicle registrations, please contact the JRC SECPAC Support Team, operating under the responsibility of the Controller, using the following contact address: [jrc-secpac-support@ec.europa.eu](mailto:jrc-secpac-support@ec.europa.eu)

On questions relating to the protection of personal data, you can contact:

- the DG JRC Data Protection Co-ordinator: [jrc-data-protection-coordinator@ec.europa.eu](mailto:jrc-data-protection-coordinator@ec.europa.eu)
- the Commission's Data Protection Officer: [data-protection-officer@ec.europa.eu](mailto:data-protection-officer@ec.europa.eu)

#### **8. Recourse**

Complaints, in case of conflict, can be addressed to:

- the European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)