

PRIVACY STATEMENT

for processing of personal data in the context of the access control to the BEREC Office premises

The Agency for support for the Body of European Regulator (BEREC Office) processes the personal data of a natural person in compliance with Regulation 2018/1725 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.

This privacy notice explains BEREC Office's policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights. We recognise that information privacy is an ongoing responsibility, and we will update this notice where necessary.

1. What is the purpose and legal basis for processing your personal data?

Personal data is collected and managed for the purpose of ensuring the physical security, i.e. protecting BEREC Office's premises, assets, staff, visitors, and the information stored and processed therein.

Therefore, processing is necessary for the performance of a task carried out in the public interest and in the exercise of official authority vested in the BEREC Office.

Thus, processing of personal data is lawful based on Article 5 (a) of 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.

2. What personal data is collected and processed?

- Name, surname, country, ID number, organization and signature – for visitors (visitors register)
- Name, surname, position, profession, company – for internal and external staff (access control system)

3. Who has access to your personal data and to whom is it disclosed?

- Security guards/security services, limited to the data in the visitor register
- Authorised ICT personnel, limited to the data in the access control system

4. How long are your personal data kept?

Personal data will remain in the visitor register for maximum 6 months. After this retention period has expired, the document shall be destroyed by authorized ICT personnel.

Personal data concerning staff (internal/external) working at the BEREC Office will be kept as long as the staff member is covered by a valid access authorisation. From the expiry/revocation of the badge, the time limit for storing personal data is 6 months.

5. What are your rights?

You have the right to request from the controller access to and rectification or erasure of your personal data or restriction of processing.

You also have the right to object to processing of your personal data.

The controller shall provide information on action taken on a request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests

6. Who is the data controller and how to exercise your rights?

The BEREC Office shall exercise the tasks of the data controller for the purpose of these processing operations.

To exercise the mentioned rights, you can contact the controller by sending an email to: ict-logistics@berec.europa.eu

If you consider your data protection rights have been breached, you can always lodge a complaint with the BEREC Office's Data Protection Officer (dpo@berec.europa.eu) or with the European Data Protection Supervisor: edps@edps.europa.eu