

## **PRIVACY NOTICE – Building Access and Visitors' centre (Entry point) Data**

The European Institute for Gender Equality (EIGE) informs You about processing of Your personal data 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

### **Purpose of processing of personal data**

EIGE collects personal data to control access to the building (Europe House); to organise Your visit to Visitors' centre (Entry point) and/or EIGE's Library; and to safeguard the protection of all visitors present at EIGE's premises and/or Visitors' centre (Entry point) and/or EIGE's Library in case of a fire or physical assault.

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

### **Legal basis**

I. Establishment Regulation of EIGE (EC) No 1922/2006;

II. Regulation (EU) No 2018/1725.

### **Lawfulness of processing**

The processing is necessary for the management and functioning of EIGE. Therefore, the processing is lawful under Article 5(a) of the Regulation (EU) No 2018/1725.

The processing operations on personal data in the context of a group's visit to EIGE or its Visitors' centre (Entry point) as well as the voluntary collection of e-mail addresses of visitors are necessary and lawful under article 5(a), and (d) of Regulation (EU) 2018/1725.

### **Data categories**

- I. In case of tenderer's, contractor's (and/or its staff) visit to EIGE's premises:
- Name (title, first name, surname) and function;
  - Contact details (company and position);
  - Passport/ID number (natural persons);
  - The interval of time in which the person is present at the Agency's premises.

- II. In case of visitor's visit to EIGE's premises and/or Visitors' centre (Entry point):
- Name (first name, surname);
  - Contact details (organisation, email address, telephone);
  - Personal Identification document might be asked for security reasons.

### **Data Controller**

EIGE is the legal entity responsible for the processing of your personal data and determines the objective of this processing activity. The Data Controller is primarily the Head of Administration Unit.

### **Access and storage of the data**

All recipients are on a "need to know" basis. Access to your personal data is given to authorised staff members dealing with this processing operation. Europe House security personnel is bound by a specific contractual clause for any processing operations of personal data on behalf of the Controller, and by the confidentiality obligations.

EIGE has several security controls in place to protect your personal data from unauthorised access, use or disclosure. No automated decision-making, including profiling is done.

### **Date when processing starts**

Date upon registration by a staff member or security personnel.

### **Retention policy**

- Personal data, if any, of visitors are kept for a maximum period of 13 months;
- Visitors' centre (Entry point) keeps the visitors' e-mails - provided on a voluntary basis - for 5 years to provide them with information after their visit, if consent is given. Data collected for the visit may be erased immediately upon request, within the limits of the data processing;
- More information about personal data related to tenderers attending the events in the context of procurement procedures is in the relevant privacy notice.

### **The data subject has specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725**

**Right to access data** – data subjects have the right to access data at any time by sending an email request to [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu).

**Right to rectify** – data subjects have the right to rectify their data without delay of inaccurate or incomplete personal data.

**Right to restrict** – data subjects have the right to restrict the processing at any moment by sending an email request to [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu); and the right to be informed before personal data are disclosed for the first time to third parties.

**Right to erasure** – as long as the reply to the request for access to documents has not yet been issued, data subjects have the right to obtain from the controller the erasure of data if their processing is unlawful by sending an e-mail to [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu).

If the data subjects have any queries concerning the processing of their personal data, they may address them to the Data Protection Officer or to the Data Controller of EIGE by contacting information at [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu).

**Transfers** – This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated.

**Other rights** – 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) on legitimate compelling grounds by sending an e-mail to **dpo@eige.europa.eu**.

Data subjects are also entitled to have recourse at any time to the European Data Protection Supervisor:

Website: <http://www.edps.europa.eu>

Email: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)

**Contact information**

Data Protection Officer of EIGE, e-mail [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu)