



## NOTIFICATION FORM

### FOR DATA PROCESSING OPERATIONS

Date of registration: 28.6.2011

Register No: FM3

#### 1. Name of the data processing operation

Guest cards/sign-in

#### 2. Data Controller

|                     |                                                                                                                                                                                                      |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Programme or Group: | OSE4 /Facilities                                                                                                                                                                                     |
| Function:           | Head of OSE Programme                                                                                                                                                                                |
| Contact person:     | Mr Sigfús Bjarnason;<br>Facilities: <a href="mailto:facilities_services@eea.europa.eu">facilities_services@eea.europa.eu</a><br><a href="mailto:Logistics@eea.europa.eu">Logistics@eea.europa.eu</a> |

#### 3. Description of the processing operation

##### 3.1. Area of activity in which the processing is carried out

Receptionist/secretaries manage a paper based record of visitor's name, entry and exit time and who the person is meeting in the EEA, or the purpose of his/her visit to EEA.

All visitors must register at the reception where a list of visitors is kept. Even though you might have visitors that come to EEA often they shall register themselves in the reception. For larger meetings the meeting organiser is responsible for the whereabouts of the participants. He/She also prepares in advance guests cards with the names of the participants and asks them to wear them all the time during their visit at EEA.

##### 3.2. Modalities for the processing operation

|                                                       |                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Manual processing | The visitor coming to EEA writes her/his name, entry and exit time and who the person is meeting in the EEA in a paper based log (optionally the name of their company). The receptionist is giving him/her a guest card that bears a number. He/She writes that number down. |
| <input type="checkbox"/> Automated processing         |                                                                                                                                                                                                                                                                               |

| 3.3. Are the Personal data processed by an entity external to EEA ('processor')? |     |
|----------------------------------------------------------------------------------|-----|
| <input type="checkbox"/>                                                         | Yes |
| <input checked="" type="checkbox"/>                                              | No  |

| 4. Lawfulness and purpose of the processing                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 4.1. Legal basis                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"> <li>o The processing operation of the EEA guest cards is necessary for the performance and the support of the numerous tasks carried out by the EEA as mandated by Regulation (EC) No 401/2009; in addition it abides by the EEA's security policy and provisions.</li> <li>o Headquarter agreement signed between the EEA and the Government of Denmark on 10 May 1995, in particular Article 5.</li> </ul> |  |
| 4.2. Grounds for lawfulness                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| The data subject has unambiguously given his or her consent (Article 5(d) of Regulation (EC) No 45/2001.                                                                                                                                                                                                                                                                                                                                        |  |
| 4.3. Purpose of the processing                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| To keep a record of how many visitors EEA has for security and evacuation purposes.                                                                                                                                                                                                                                                                                                                                                             |  |

| 5. Features of the processing operation    |                                                                                                              |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 5.1. Categories of data subjects concerned |                                                                                                              |
| All external visitors to EEA               |                                                                                                              |
| 5.2. Categories of data                    |                                                                                                              |
| <input checked="" type="checkbox"/>        | Name of visitor, entry time, exit time and who is being met from EEA (optionally the visitor's company name) |

| 6. Retention practice of personal data                                                                 |  |
|--------------------------------------------------------------------------------------------------------|--|
| The register is kept for a period of one year. No data is kept for historical or statistical purposes. |  |

| 7. Personal data processed for historical, statistical or scientific purposes |                    |                                                                          |
|-------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------|
| Purpose                                                                       | Categories of data | Storage media                                                            |
| <input type="checkbox"/> Historical                                           | Not applicable     | <input type="checkbox"/> Anonymous<br><input type="checkbox"/> Encrypted |

|                                      |                |                                                                          |
|--------------------------------------|----------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Statistical | Not applicable | <input type="checkbox"/> Anonymous<br><input type="checkbox"/> Encrypted |
| <input type="checkbox"/> Scientific  | Not applicable | <input type="checkbox"/> Anonymous<br><input type="checkbox"/> Encrypted |

#### 8. Recipients or categories of recipients to whom the data might be disclosed

Security staff

#### 9. Proposed transfer of personal data to third countries or international organisations

☐ Yes ☒ No transfer of personal data to third countries or international organisation

#### 10. Information given to the data subjects as described in Articles 11 & 12 of the Regulation (EC) No 45/2001)

The guest cards handed over to visitors contain on the back the following notice on data protection:

*"Processing your request to visit the EEA will involve the recording and processing of personal data (such as your name, your business contact details, date and time of the visit, as well as the person visited). Such data will be processed pursuant to Regulation (EC) No 45/2001 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. Unless indicated otherwise, the personal data requested are required to keep track of the people present at certain times in-house (i.e. in case of a fire) and will be processed solely for that purpose by the EEA. If you have any queries concerning the processing of your personal data, you may address them to the facilities services at [logistics@eea.europa.eu](mailto:logistics@eea.europa.eu). You have the right of recourse to the European Data Protection Supervisor for matters relating to the processing of your personal data".*

#### 11. Procedures to enable data subjects to exercise their rights (as indicated in Articles 13 to 19 of the Regulation (EC) No 45/2001, i.e. access, rectification, blocking, erasure, objection)

The data subjects write themselves their personal data in the register and may therefore directly rectify immediately any inaccuracy concerning the data required.

#### 12. Time limits for blocking and erasure of the different categories of personal data

| Categories of data | Blocking       | Erasure        |
|--------------------|----------------|----------------|
| Not applicable     | Not applicable | Not applicable |

