

## PROTECTION OF YOUR PERSONAL DATA

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

### **1. Introduction**

The European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (hereafter, 'eu-LISA') is committed to protect your personal data and to respect your privacy. eu-LISA 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

The information in relation to processing operation "European Commission and European Parliament access badges- List Register" undertaken by the eu-LISA Security Unit is presented below.

*This privacy statement covers only the processing activities for which eu-LISA acts as a data controller. eu-LISA acts also as liaison between the data subjects and the European Commission (EC) Directorate-General for Human Resources and Security (DG HR) and/or the European Parliament (EP), by processing requests for badges and providing the DG HR and/or the EP (Accreditation Service) with the necessary information for the issuance of EC or EP badges. For these processing activities, the European Commission and European Parliament, respectively, are independent data controllers. For further information, please consult the EC privacy notice (DPR-EC-00655.3) available [here](#) and the EP's relevant privacy notice [here](#) (ID 435).*

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

The Security Unit collects and uses your personal information for the following purposes:

- To facilitate the issuance of EC and EP badges and to maintain internal registers of all personnel holding or in the process of acquiring such badges to track badge status, coordinate collection and deactivation ("**Badge Administration Purposes**"); and
- To support eu-LISA security monitoring obligations and manage security incidents or badge loss/theft ("**Security Purposes**").

Your personal data will not be used for automated decision-making including profiling.

Your personal data processed may be reused for the purpose of procedures before the EU Courts, national courts, or the European Court of Auditors.

### **3. On what legal ground(s) do we process your personal data**

We process your personal data, because:

(a) Processing is necessary for the management and functioning of the Agency

Necessary for the Agency's effective administration of EC and EP badge issuance and maintenance of internal records of eu-LISA personnel holding or acquiring such badges ("Badge Administration Purposes"). The badge registers are maintained for administrative handling of badge-related requests under the Badge Administration Purpose and for eu-LISA's security monitoring purposes ("Security Monitoring Purposes").

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

In order to carry out this processing operation the eu-LISA Security Unit collects the following categories of personal data:

- *Identity data (Full name, professional email address)*
- *Professional affiliation data (Type of personnel, department / unit / sector, contract end date).*
- *Staff ID number*
- *For EP Badges: Administrative tracking data (Badge issuance and expiry date, appointment date/time, badge collection status)*
- *For EC Badges: Limited Administrative tracking data (Badge issuance and expiry date, badge collection status)*

The provision of personal data is mandatory to meet the purposes explained above and limited to what is necessary.

#### **5. How long do we keep your personal data?**

The eu-LISA Security Unit only keeps your personal data for the time necessary to fulfil the purposes set forth in paragraph 2 above. Your personal data included in the registers created for the issuance of badges is kept while the badge is valid and for one additional year after badge termination to resolve any outstanding security or audit matters and to enable renewal coordination and deactivation management.

#### **Data held by third parties**

Retention of your personal data by the EC and EP is governed by their respective data retention policies. eu-LISA does not determine the retention periods applied by these organisations to data transmitted by eu-LISA to their own systems. Please consult their respective data protection notices indicated in the introduction section above.

#### **6. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to eu-LISA 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.

List of categories of persons to whom data are disclosed:

Designated eu-LISA staff members: Authorised personnel of the Protective Security Sector responsible for badge administration and security monitoring, and members of the dedicated team conducting the online appointments/data collection meetings for EP badge issuance.

Other recipients: EC, upon request, for the purpose of creating and managing your EC access badge. EP, upon request, for the purpose of creating and managing your EP access badge.

Your personal data is not disclosed to any other third party unless required by law.

## **7. 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.

Persons who wish to exercise any of their above-mentioned rights can email at any time the data controller to request that at [eulisa-SECURITY@eulisa.europa.eu](mailto:eulisa-SECURITY@eulisa.europa.eu).

You can also exercise your rights by contacting the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor.

## **8. 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, eu-LISA Security Unit at [eulisa-SECURITY@eulisa.europa.eu](mailto:eulisa-SECURITY@eulisa.europa.eu).

### **- The Data Protection Officer of eu-LISA**

You may also contact the Data Protection Officer ([dpo@eulisa.europa.eu](mailto:dpo@eulisa.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 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.