

Record of processing activity

01 - Name of processing	Access to the ERA's building in Valenciennes
02 - Reference	15
03 - Submission Date	02/02/2012
04 - Last update	21/03/2023
05a - Controller	RICOTTA Salvatore
05b - Unit-Sector	ITFM
05c - Controller's email	HoUresourcesandsupport@era.europa.eu
06 - DPO	DataProtectionOfficer@era.europa.eu [mailto:DataProtectionOfficer@era.europa.eu] 120 Rue Marc Lefrancq, 59300 Valenciennes, France Tel. +33 (0) 32 70 96 500
07 - Name and contact details of joint controller(where applicable)	N/A
08a - Who is actually conducting the processing?(Article 31.1(a))	The data is processed by a third party (e.g. contractor) (Art. 29 – Processor)
08b - Name and contact details of processor (where applicable)	The processing operation is conducted together with an external party: Reception services based on an outsourced service contract with the company Groupe Pénélope 5 rue des Tours 59000 LILLE
09 - Purpose of processing	The purpose of the processing is to: * Prevent unauthorised access to ERA's premises, * Enable building access control, * Ensure secure access to the premises, * Safeguard the protection of all persons present at the Agency's premises in case of a fire or physical assault.
10a - Data Subjects	All persons wishing to access ERA's premises (e.g. ERA staff, SNEs, trainees, contractors, stakeholders, including Member State representatives, contractors providing goods and services, the general public, including visitors, correspondents, enquirers, ERA staff members' relatives). The addressee of correspondence and parcels delivered at the ERA HQ.

<p>10b - Personal data</p>	<p>The collected personal data for the visitors are: • Visitor’s name o First name o Last name o Company, or equivalent to whom the visitor belongs (if applicable) o Name of the hosting staff (optional Department/Unit/Team) • Visit’s Date o Arrival Time o Departure Time * ERA staff, SNEs, trainees, contractors access and presence outside the defined working time or that have not the access card: * First name * Last name * Date, arrival and departure time * Reason The visitor’s ID card or equivalent is kept by the ERA receptionists in order to issue a temporary ERA visitor’s access card. The collected personal data for the delivered items are: • Addressee’s name, • Delivery date, • Collection date.</p>
<p>11 - Time limit for keeping the data</p>	<p>60 days after the visit’s date of the visitors. Following the data is anonymised until the end of the reception services contract.</p>
<p>12 - Recipients of the data</p>	<p>The recipients of the personal data are: * Contracted service providers operating the reception service responsible for carrying out this processing operation, and * authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements. Those members of staff include ERA staff and external contractors under the supervision of the above mentioned ERA staff. All recipients of the data are reminded of their obligation not to use the data for any further purpose other than the ones for which they were collected. The personal information collected will not be communicated to third parties, except where necessary for the purposes ERA may be required to do so by law. For services related to the provision of “Welcome Penelope” cloud-based information system, Amazon Web Services (AWS) acts as data processor. Contact details: dpo@ithaque-investissements.fr [mailto:dpo@ithaque-investissements.fr] https://aws.amazon.com/fr/contact-us [https://eur01.safelinks.protection.outlook.com/?url=https://aws.amazon.com/fr/contact-us&data=04%7c01%7cJamila.TOUIL%40era.europa.eu%7c0c47fc2f30c84a9f3c7708d98a31a82b%7c25faedbbf440431583ee6f7beb5e73f7%7c0%7c0%7c637692768150380581%7cUnknown%7cTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6I k1haWwiLCJXVCi6Mn0%3D%7c1000&sdata=1mdkNb/OaJ1qJ8bYXk9MJqAoM5THfL7Bknmjw1NUuU%3D&reserved=0].</p>
<p>13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</p>	<p>N/A</p>
<p>14 - How is data stored? What are the security measures implemented?</p>	<p>All personal data in electronic format are stored at the AWS eu-central-1 data center. AWS implements technical measures for data encryption (E.G., AES256).</p>

15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice	See the data protection notice enclosed in this record and available at the ERA website.
15a - Data subject rights	Right to have access
16 - Legal Basis	Decision 191/2019 - ERA Management Standards - #11 - Infrastructure management
17 - Lawfulness of processing	(a) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body (b) Processing is necessary for compliance with a legal obligation to which the controller is subject
18 - Data minimisation	The data items are the ones required to ensure the safety and security of the persons accessing ERA's building.
19 - Accuracy	All the information related to the data subjects are checked and validated against the ID card/passport presented by the visitor.
20 - Threshold assessment, fill in the specific Threshold assessment-Risks entry in sharepoint.	NA
21 - Special category data	NA
22 - DPIA	N/A
23 - Link to the Threshold assessment-Risks	N/A
24 - Other related documents	N/A