

01 - Name of processing	Visitors' Register accessing ERA premises in Valenciennes
02 - Reference	15
03 - Submission Date	02-02-12
04 - Last update	30-06-20
05a - Controller	RICOTTA Salvatore
05b - Unit-Sector	ITFM
05c - Controller's email	HoUresourcesandsupport@era.europa.eu
06 - DPO	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)	
08a - Who is actually conducting the processing? (Article 31.1(a))	The data is processed by ERA (responsible unit) itself
08b - Name and contact details of processor (where applicable)	N/A
09 - Purpose of processing	Registering the presence of visitors on ERA premises in Valenciennes
10a - Data Subjects	Daily visitors (including External contractor's staff)
10b - Personal data	<ul style="list-style-type: none"> • Date • Arrival Time • Departure Time • Visitor's name: First name- Last name • Company, or equivalent to whom the visitor belong (if applicable) • Number of the badge that is assigned • Name of the visited person • Unit/Sector to whom the visited person belongs • ID card or equivalent is kept by the ERA receptionists in order to issue the ERA badge.
11 - Time limit for keeping the data	<p>Visitor data is destroyed one year after the end of the calendar year.</p> <p>In case of incident the data will be kept for analyzing for a longer period to establish evidence or to defend a right in a legal claim pending before a court'</p> <p>Contractor and Contractor's staff have no direct access to archived data.</p>

12 - Recipients of the data	<ul style="list-style-type: none"> • Executive Director • Head of the Administration Unit • Head of the ITFM Sector • Staff of the Facility Management Team • ERA visited staff, Head of Units, Head of Sectors, secretaries • Receptionists and Guards on duty • French national authorities in case of incidents, if the processing of the data is necessary for the good achievement of their public task. Data will be transferred on the basis of the provisions of Art. 8 Regulation (EC) 45/2001.
13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
14 - How is data stored? What are the security measures implemented?	The current Visitor's register is available at the Reception desk. Used Visitor's registers are kept in the safe located in the technical room made available for Receptionists and Security Guards (ground floor, room A014).
15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice	Privacy Statement
15a - Data subject rights	Right to have access; Right to rectify
16 - Legal Basis	Amendment to the Agency's Founding Regulation;#1
17 - Lawfulness of processing	Article 5 a) of Regulation (EU) 2018/1725 The processing and implementation of the Visitor's register is necessary for the performance and the support of numerous tasks carried out by the Agency as mandated by its founding regulation.
18 - Data minimisation	set of data is standard in the register
19 - Accuracy	data is filled in by the visitor
20 - Access and other rights of persons whose data is processed	NA
21 - Special category data	
22 - DPIA	
23 - Link to the Threshold assessment-Risks	

24 - Other related documents