

Data Protection Notice

Processing of Personal Data in the context of video-surveillance system

1. Introduction

This Notice outlines the criteria by which the European Union Agency for Railways (ERA) collects and processes personal data in the context of the video-surveillance system operated at the ERA Headquarters.

Your personal data are processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals 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.

For more information about the processing in question, you are invited to contact ERA through the addresses provided in section "Contacts".

2. Controller of the processing operation

The Controller determining the purpose and means of the processing of your personal data is the European Union Agency for Railways (ERA). The entity responsible for managing the personal data processing is the Head of Resources and Support Unit.

3. Purpose of the processing operation

The Agency uses a video surveillance system to protect individuals, assets and property. The video surveillance protects against unauthorised physical access and ensures that sensitive areas are monitored continuously. The surveillance cameras are mainly located at the access points to the ERA's premises. Some inside surveillance cameras are located inside the building hosting equipment and sensitive areas.

The location and positioning of the surveillance-cameras at the access points are located in such a way that people who access the site are filmed. The footage outside ERA building on the public thoroughfare is limited to an absolute minimum (few square meters of the surrounding public space), meaning that the CCTV cameras are located and installed in a way to face only the entrance points of the Agency's building and the most exposed and particularly vulnerable points of the building from a security perspective (I.E., access to the parking facilities).

The places where the cameras are installed and the way they operate do not discriminate the persons that are filmed.

The installed equipment does not record any speech/conversation and does not limit the freedom of speech and association.

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

The design of the system and the installation of the equipment is intended to safeguard against unauthorised use.

4. Data Processed

In order to carry out this processing operation, ERA collects the following categories of personal data:

- image of people;
- image of vehicles;
- footage of activities carried out around monitored areas.

ERA obtains your personal data from the footages recorded by the Closed Circuit Television system installed at the ERA Headquarters.

We do not process special categories of personal data, therefore Article 10 of Regulation (EU)2018/1725 does not apply.

5. Recipients of personal data

The recipients of the personal data are:

- › Duly authorised personnel accessing video-surveillance system according to the “need to know” principle, including contracted services for the maintenance of the system;
- › also, if appropriate and necessary for monitoring or inspection tasks, access may be given to the DPO and Anti-Fraud & Ethics Officer.

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 outlined and to the entities identified above.

6. Your Rights as data subject

You have the **right to access** your personal data, which is the right to obtain confirmation about your data processed by the Agency and the **right to ask for the correction** of any inaccurate or incomplete personal data. You have also the **right to object to the processing or request the removal** of your personal data, which will be implemented as soon as your specific request will have been deemed legitimate. Where applicable, you also have the **right to object** to the processing or the **right to data portability**.

If you have any queries concerning the processing of your personal data, you may address them to the data Controller. You will find the address in the Contacts below.

7. Legal basis for the processing operation

Legal basis:

- › ED DECISION n° 2085-2022
- › Rules – Operating a Video-surveillance system at the Agency and related implementing measures;

Lawfulness:

The data processing is considered lawful under art. 5.1 (a), (b) of the Regulation (EC) 2018/1725, because it 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,
- Processing is necessary for compliance with a legal obligation to which the controller is subject.

8. Time limit for storing the data

- › 30 days after the footage's date.
- › If any image needs to be stored longer as part of a wider investigation (E.G., in the case of an administrative inquiry) or for serving as evidence regarding a security incident, the relevant footage is quarantined and retained for as long as necessary for the specific investigation in line with the applicable retention periods.

9. Contacts

All your requests concerning your data protection rights should be addressed to the Data Controller at horsu-office@era.europa.eu.

In case you have any questions related to the protection of your personal data, you can also contact the ERA Data Protection Officer at DataProtectionOfficer@era.europa.eu.

You have at any time the right of recourse to the European Data Protection Supervisor at edps@edps.europa.eu.

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