

Record of processing activity

01 - Name of processing	Creation and management of electronic access cards for accessing ERA building
02 - Reference	105
03 - Submission Date	20/03/2023
04 - Last update	20/03/2023
05a - Controller	RICOTTA Salvatore
05b - Unit-Sector	Resources and Support Unit
05c - Controller's email	salvatore.ricotta@era.europa.eu
06 - DPO	email: DataProtectionOfficer@era.europa.eu 120 Rue Marc Lefrancq, 59300 Valenciennes, France Tel. +33 (0) 32 70 96 503
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 ERA (responsible unit) itself
08b - Name and contact details of processor (where applicable)	N/A
09 - Purpose of processing	The purpose of the processing is to: <ul style="list-style-type: none"> • Create and manage electronic access cards for the internal use in the ERA building • Enable building access control, • Ensure secure access to the premises. The use of individual electronic access cards provides for an identification system that effectively and efficiently identifies any person present within ERA premises. Thus, eliminating the perception and associated reality concerning non-affiliates accessing personal workspaces and common areas; increasing accountability of contractors moving within the premises; giving the ERA staff greater awareness to call attention to suspicious persons and encouragement to verify non-affiliates before allowing them access restricted areas.
10a - Data Subjects	ERA staff, SNEs, trainees, contractors that are assigned with an individual assigned electronic access card.
10b - Personal data	The collected personal data: <ul style="list-style-type: none"> o First name o Last name o Picture of the person o Access card number o Access card start validity and end date

11 - Time limit for keeping the data	The data is retained for as long as necessary to fulfil the purpose it was collected for which coincides with the duration of the relevant contract (employment or service) or until termination of their duties within ERA premises. The data of the separated person is deleted after 15 calendar days from the date of termination of the relationship.
12 - Recipients of the data	The recipients of the personal data are: * 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 that, under the supervision of the above mentioned ERA staff, may be required to execute maintenance on the system. 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.
13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	Not applicable
14 - How is data stored? What are the security measures implemented?	All personal data in electronic format are stored on the hard disk of the computer that manages the access control system. This computer is not connected to the ERA network. The access to the room where the computer is located is restricted to authorised staff through access control system.
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 available in this record or on 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	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.
18 - Data minimisation	The listed data items are the required data to ensure that the electronic access cards are created and managed and that the security and reception contracted services can check the identity of the card holder.

19 - Accuracy	All the information related to the data subjects are checked and validated against the information received in relation to the onboarding procedure.
20 -Threshold assessment, fill in the specific Threshold assessment-Risks entry in sharepoint.	N/A
21 - Special category data	Not applicable
22 - DPIA	No
23 - Link to the Threshold assessment-Risks	N/A
24 - Other related documents	N/A