

01 - Name of processing	Delivery and control of the access requests to parking facilities
02 - Reference	44
03 - Submission Date	09-07-12
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	The purpose of the processing activity is to deal with the requests to use ERA parking facilities in Valenciennes and to authorize its use.
10a - Data Subjects	ERA post-holders (temporary staff, contractual and Seconded National Experts), and other authorised users.
10b - Personal data	Data entered in the request form ERA Form FM01Last NameFirst NameStaff NumberUnitOffice locationOffice Tel. numberMobile Tel. number Data entered in the MS-Excel file: ERA HQ Parking FacilitiesLast NameFirst NameVehicle Registration NumberRequest dateStaff Separation dateNote Phénix parking facilitiesLast NameFirst NameCard numberCard Delivery DateCard Return DateNote
11 - Time limit for keeping the data	The data is retained for a period of three months after the User returns back the Phénix parking card or leaves the Agency.

12 - Recipients of the data	<ul style="list-style-type: none"> · Designated FM Team staff and the Head of ITFM or delegated function · 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 paper copy of the users' requests are archived in a proper folder that is under the control of the FM Team. The electronic copies are stored on intranet folders whose access is controlled and granted only to FM Team and the ITFM Head of Sector or delegated function.
15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice	<p>a) Essential privacy statement is displayed at the bottom of the request ERA Form FM01.</p> <p>b) The privacy statement is available at:http://intranet.era.europa.eu/ITFM/Shared%20documents/8.%20Documentation/ERA%20ITFM%20Policies%20and%20Procedures/Request%20for%20Access%20to%20Parking%20Facilities%20-%20Privacy%20Statement.pdf</p> <p>This processing of personal data is not subject to art.10.</p> <p>Type of communication:Agency NewsERA intranet</p> <p>The data subjects can contact at any time the controller in order to consult or modify their data.</p>
15a - Data subject rights	Right to have access
16 - Legal Basis	24.2 Parking Policy at ERA Valenciennes Building;#67
17 - Lawfulness of processing	Article 5 a) of Regulation (EU) 2018/1725
18 - Data minimisation	Data are needed to identify staff members receiving a parking card
19 - Accuracy	Data is filled in by the staff member and scanned document are stored in the intranet, with restricted access to FM team

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