

Data Protection - Privacy Statement

Visitors' personal data processing at the European Court of Auditors

This privacy statement concerns the European Court of Auditors' (ECA) processing of the personal data it collects from visitors to its premises.

The manner in which the ECA processes and protects your personal data is described below.

Who is responsible for handling your data?

Data processing operations are under the responsibility of the Physical Security Officer

Why do we collect your data?

We collect data in order to grant access to ECA premises, to manage and keep track of all visitors, and to issue access cards.

This will enable us to take action at your request (e.g. for study and information visits, or canteen use).

For visitors who are not bound by a contract or potential contract, filling in the visitor's form entails consent to the data practices described in this statement.

All visitors must fill in a visitor's form, failing which they will be denied access to ECA premises.

What are the rules governing the use of your data?

[Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data is the legal framework for the processing of personal data within the Court.

The legal base for the processing of your personal data is the necessity for the performance of a task carried out in the public interest which is the management of the internal security of the European Court of Auditors.

What personal data do we collect?

The following categories of data will be collected: your full name, date and place of birth, nationality, gender, organisation name, ID information (number, date of issue, date of expiry and issuing authority of your passport/ID card), language(s) used, access card number, information on access to ECA premises (date of first entry, and date/hour of activation of access control point).

Who has access to your information and who is it disclosed to?

Your personal data will be processed by the Security and Safety Service (SSS).

Only the SSS team has access to your personal data.

If you lodge a complaint, your personal data may be transferred to other recipients:

the European Ombudsman, the European Data Protection Supervisor, the ECA Data Protection Officer.

What security measures are taken to safeguard against possible misuse of or unauthorised access to your information?

Data sets are stored securely in the ECA's data centre in Luxembourg, and are therefore covered by the numerous measures taken to protect the availability, integrity and confidentiality of the institution's electronic assets.

SERVICENOW is used as a processor for the management of the access rights requests for visitors. Contractual clauses between ECA and the company guarantee an adequate protection of the data processed. Access to personal data is restricted to a specific user group. Access rights are granted on a "need to know" basis, taking account of the role, post and responsibilities of the person concerned. These rights are continually updated as staff assignments change.

The ECA's Secretary-General has overall responsibility for implementation of the rules on access rights and compliance with the rules on data protection, but has delegated responsibility in these areas to different entities. The Court has an information security policy and an Information Security Officer who ensures that the policy is implemented correctly and that the related checks are tested for efficiency. SERVICENOW is certified ISO27001.

How long do we keep your data?

Your personal data are kept for one year - except for information on the activation of access control points, which is retained for six months.

What are your rights?

Your rights in respect of your personal data are set out in Articles 17 to 24 of Regulation (EU) 2018/1725.

You have the right to access your personal data and to have them rectified without undue delay if it is inaccurate or incomplete.

Under certain conditions, you have the right to ask us to erase your personal data or to restrict its use. Where applicable, you have the right to object to the processing of your personal data, at any time, on grounds relating to your particular situation, and the right to data portability.

We will consider your request, take a decision and communicate it to you without undue delay and in any event within one month of receipt of the request. This period may be extended by two further months where necessary. You can exercise your rights by contacting the data controller, using the contact information given below.

Who should you contact if you have a query or complaint?

Your first point of contact is [ECA-security\(at\)eca.europa.eu](mailto:ECA-security(at)eca.europa.eu).

You may contact, at any time, the ECA's Data Protection Officer ([eca-data-protection\(at\)eca.europa.eu](mailto:eca-data-protection(at)eca.europa.eu)) if you have any concerns/complaints about the processing of your personal data.

Data Protection Officer
European Court of Auditors
12 rue Alcide de Gasperi
L-1615 LUXEMBOURG

You have the right to lodge a complaint with the European Data Protection Supervisor ([edps\(at\)edps.europa.eu](mailto:edps(at)edps.europa.eu)) at any time concerning the processing of your personal data.