

European Court of Auditors' visitors management - Privacy Statement

This privacy statement relates to the European Court of Auditors' (ECA) processing of personal data collected from persons visiting its premises. The manner in which the ECA processes your personal data and safeguards the privacy of those data are the following:

The filling in of the visitor's form is mandatory and failing to do so will result in having the access to the ECA premises refused.

The processing of your personal data is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract (including study and information visits; canteen use).

For some visitors that are not bound by a contract or a potential contract, filling in the visitor's form, is based on your consent to the data practices described in this statement.

Responsible for the treatment

The Physical Security Officer is the controller of the treatment of your personal data and thus the responsible of the treatment.

Processor of the personal data

The Service for Security and safety (SSS) is the entity that processes your personal data.

Legal Framework

Staff Notice 069/04 and complemented by Staff Notice 093/16 specify the physical security rules applied to visitors.

Regulation 45/2001 is the legal basis for the treatment of personal data within the Court.

What personal data do we collect?

Your first and last names, , date and place of birth, nationality, gender, name of your organisation, identity document information (passport/identity card: number, date of issue, date of expiry, authority), language(s) used, access card number, information on entries into the Court premises (date of first entrance, date/hour of activation of access control point)

What is the purpose of the data collection?

The purpose is to grant access to ECA premises, to manage and keep track of all visitors and to deliver an access card

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

Access to your personal data is only granted to the SSS team.

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

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

Access to personal data is strictly limited a specific user group. Right of access is granted on a “need to know” basis and account is taken of the function, job and responsibilities of the person. Such rights are therefore continually updated in line with changes in the assignments of members of staff.

The ECA’s Secretary-General has overall responsibility for both implementation of the rules concerning the grant of access rights, and compliance with the rules on data protection but has delegated them to different entities. There is an Information Security Policy in place and an Information Security Officer has been assigned to verify its correct implementation and to test the associated controls and their efficiency.

How long do we keep your data?

Your personal data is retained for one year.

Rights of person concerned

Pursuant to Articles 13-18 of Regulation (EC) No 45/2001, you are entitled to request access to the personal data the ECA holds in your regard and to have them rectified when inaccurate, blocked or deleted as specified in the Regulation. You may do this by contacting the responsible for the processing at [ECA-security\(at\)eca.europa.eu](mailto:ECA-security(at)eca.europa.eu) .

Whom should you contact if you have any queries or complaints?

The first point of contact is via [ECA-security\(at\)eca.europa.eu](mailto:ECA-security(at)eca.europa.eu) . Should you require any additional information or wish to make a complaint regarding the processing of your personal data, you may contact the Data Protection Officer:

European Court of Auditors
Data Protection Officer
1615 Luxembourg
LUXEMBOURG

E-mail: [eca-data-protection\(at\)eca.europa.eu](mailto:eca-data-protection(at)eca.europa.eu)

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