

## PRIVACY NOTICE

The Agency would like to inform visitors that the following data are being subsequently processed their visit to the Agency's premises.

### Building Access Data

**Purpose:** The purpose of the processing of the personal data is:

1. To control access to the building;
2. To safeguard the protection of all visitors present at the Agency's premises in case of a fire or physical assault.

**Description of Data:** The data processed consist of the following categories: company, name, surname and the interval of time in which the person is present at the Agency's premises.

**Data Controller:** The Data Controller is the Agency. The Head of Corporate Services is the responsible for this processing operation. This data is available upon request to the Head of Corporate Services Department.

**Legal Basis:** The Legal basis of the processing operation for which the data are intended is Article 5 (a), (d) and (e) of Regulation 45/2001.

**Access to the Data:** Data is processed by the Head of Corporate Services, by the security staff members of the Agency and by the contracted security company to perform related tasks.

Data Subjects are informed of the following rights in line with Articles 13, 14, 15, 16, 17 and 18 of Regulation 45/2001:

- **Right of access** – Data subject has the right to access his or her data at any time, and free of charge, by sending an email request to the [facilities@fra.europa.eu](mailto:facilities@fra.europa.eu). The Agency will address the request within 15 working days from the receipt of the request.
- **Right to rectify** – Data subjects have the right to rectify their data without delay of inaccurate or incomplete personal data at any time by sending an email to the [facilities@fra.europa.eu](mailto:facilities@fra.europa.eu). The Agency will address the request within 15 working days from the receipt of the request.
- **Right to block** – Data subjects have the right to block their data at any time by sending an email to the [facilities@fra.europa.eu](mailto:facilities@fra.europa.eu), where their accuracy is contested by the data subject; or the controller no longer needs them for the accomplishment of its tasks but they have to be maintained for purposes of proof; or the processing is unlawful, and the data subject opposes their erasure and demands their blocking instead. The Agency will address the request within 15 working days from the receipt of the request.

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- **Right to erasure** – Data subjects have the right to request to the controller at any time the erasure of their data, if their processing is unlawful, particularly where the provisions of Sections 1, 2 and 3 of Chapter II of Regulation 45/2001 have been infringed, by sending an e-mail to [facilities@fra.europa.eu](mailto:facilities@fra.europa.eu). The Agency will address the request within 15 working days from the receipt of the request.
- **Right to obtain notification to third parties** – Data subjects have the right to obtain from the controller the notification to third parties to whom the data have been disclosed of any rectification, erasure or blocking pursuant to Article 13 to 16 of Regulation 45/2001, at any time unless this proves impossible or involve a disproportionate effort. The Agency will address the request within 15 working days from the receipt of the request.
- **Right to object** – Data subjects have the right:
  - To object at any time by sending an email request to the [facilities@fra.europa.eu](mailto:facilities@fra.europa.eu), on compelling legitimate grounds relating to their particular situation, to the processing of data relating to them, except in the cases covered by Article 5(b), (c) and (d) of Regulation 45/2001. Where there is a justified objection, the processing in question may no longer involve those data. The Agency will address the request within 15 working days from the receipt of the request.
  - To be informed before personal data are disclosed for the first time to third parties or before they are used on their behalf for the purposes of direct marketing, and to be expressly offered the right to object free of charge to such disclosure or use. The Agency will address the request within 15 working days from the receipt of the request.
- **Right to have recourse** – Pursuant Article 11 of Regulation 45/2001, data subjects have the right to have recourse at any time to the European Data Protection Supervisor: <http://www.edps.europa.eu>.

If the data subjects have any queries concerning the processing of their personal data, they may address them to the Head of Corporate Services Department, by contacting the [facilities@fra.europa.eu](mailto:facilities@fra.europa.eu).

**Date when processing starts:** Upon registration by a staff member or security guard.

**Place of storage:** Electronic on the Agency's Intranet and on physical records when the registration is done on the spot by the security guard.

### **Retention policy**

Personal data of visitors are kept for a maximum period of 13 months. The Agency deletes this data each year latest by 31<sup>st</sup> January.