

REGISTER NUMBER: 243

NOTIFICATION FOR PRIOR CHECKING

Date of submission: 05/06/2007

Case number: 2007-376

Institution: European Commission

Legal basis: article 27-5 of the regulation CE 45/2001⁽¹⁾

(1) OJ L 8, 12.01.2001

INFORMATION TO BE GIVEN⁽²⁾

(2) Please attach all necessary backup documents

1/ Name and adress of the controller

2) Name and First Name of the Controller:KOCKEROLS Pierre

3) Title:Head of Unit

4) Directorate, Unit or Service to which the Controller is attached:D.

5) Directorate General to which the Controller is attached:JRC

2/ Organisational parts of the institution or body entrusted with the processing of personal data

26) External Company or Directorate General to which the Processor is attached:

25) External Company or Directorate, Unit or Service to which the Processor is attached:

JRC.D.Not Applicable

3/ Name of the processing

ACCESS CONTROL AT JRC-IRMM IN GEEL

4/ Purpose or purposes of the processing

To restrict the access to the site and to the sensitive areas on the site to the only authorised individuals (security requirement).

To have a continuous surveillance of the presence of individuals on the site and within the sensitive areas on the site (security requirement and safety requirement).

5/ Description of the category or categories of data subjects

14) Data Subject(s) concerned:

All individuals accessing the site:

- EC staff members
- students, fellows, nat.experts
- contractual workers from external companies
- visitors, delivery personnel, postal service

16) Category(ies) of Data Subjects:

2 basic categories:

- "Workers": EC staff members, students, fellows, nat.experts, contractual workers from external companies
- "Visitors": visitors, delivery personnel, postal service

6/ Description of the data or categories of data (including, if applicable, special categories of data (article 10) and/or origin of data) *(including, if applicable, special categories of data (article 10) and/or origin of data)*

17) Data field(s) of Data Subjects:

Attention: Please indicate and describe in the answer to this question also data fields which fall under article 10

For Workers, all information available from their Commission identity badge (see DPO-1704):

- Identity (name, surname),
- Photo
- Working site indication
- Personal number and statutory position.

For Visitors:

Name and First Name;

Date and Place of Birth

Nationality

Number of the Identity Card/Passport

Date of issue of the Identity Card/Passport

Place of issue of the Identity Card/Passport

Company (only for external workers)

Picture (only for persons present for > 1 week on the site)

The processing falls under art.10 due to security reasons.

18) Category(ies) of data fields of Data Subjects:

Attention: Please indicate and describe in the answer to this question also categories of data fields which fall under article 10

Information about the individual

Information about the access rights

The processing falls under art.10 due to security measures.

7/ Information to be given to data subjects

15a) Which kind of communication(s) have you foreseen to inform the Data Subjects as described in articles 11 - 12 under 'Information to be given to the Data Subject'

See attached Privacy Statement which will be available on the IRMM services website.

In addition, for EC staff members, students, fellows, etc.: part of the general introduction communication is given at the start of the work contract. For contractual workers from external companies, a general note summarizes the basic safety and security requirements (it is attached to the contract "PROVISIONS FOR STAFF OF OUTSIDE COMPANIES WORKING FOR AND ON THE SITE OF THE IRMM-GEEL").

For visitors, etc.: information on the back side of the leaflet is given together with the badge at the entrance of the site.

8/ Procedures to grant rights of data subjects (rights of access, to rectify, to block, to erase, to object)(*rights of access, to rectify, to block, to erase, to object*)

15b) Which procedure(s) did you put in place to enable Data Subjects to exert their rights: access, verify, correct, etc., their Personal Data as described in articles 13 - 19 under 'Rights of the Data Subject' :

Contact with Local Security Officer (LSO) enables access to the non restricted information. Name and coordinates LSO is distributed on posters on different locations all around the site.

9/ Automated / Manual processing operation

7) Description of Processing:

Attention: Please describe in the answer to this question if you process personal data falling under article 27 "Prior-Checking (by the EDPS - European Data Protection Supervisor)"

Access control system is installed on the site of the JRC Institute for Reference Materials and Measurements (IRMM) in Geel , on the main entrance and on various locations in the different buildings.

The control of the system is centralised.

The system contains the data about all individuals who have authorisation for accessing the site.

The time schedule of the allowed access is registered exclusively for security controls: get the list of Workers and Visitors present on site when an incident occur (ex. fire).

The processing falls under Art.27

8) Automated Processing operation(s):

When an individual enters the site, a building or a specific location within the building, the system verifies its authorisation and unlocks the access (= a "move"). This is done with a personal badge that he has received. The system informs the guards about all the moves of the individuals on the site.

9) Manual Processing operation(s):

The information in the system are manually programmed to give to the individual the necessary authorisations.

10/ Storage media of data

Paper: IRMM form F-0004 (see IRMM form F-2004 annexed at point 37)

Electronic: stand-alone system for access control

11/ Legal basis and lawfulness of the processing operation

11) Legal basis of Processing:

Euratom Treaty Art.3: security requirements for nuclear installations.

The nominative authorisation for nuclear controlled areas is also a requirement of the Belgian Regulation (Royal Decree 20.7.01).

The security of the site is verified:

- at the level of the EC: by the Security Directorate
- at the Belgian level: by the Federal Agency for Nuclear Control and the Federal police

12) Lawfulness of Processing:

Answering this question please also verify and indicate if your processing has to comply with articles 20 "Exemptions and restrictions" and 27 "Prior checking (by the EDPS)"

Art.5a) processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties establishing the European Communities or other legal instruments adopted on the basis thereof.

Art.5b) processing is necessary for compliance with a legal obligation to which the controller is subjected.

Cfr. Article 20. Information is partially restricted for security reasons.

The processing falls under Art.27.

12/ The recipients or categories of recipient to whom the data might be disclosed

20) Recipient(s) of the Processing:

Local security officer and guarding service (data only for internal use within IRMM).

Information can be transmitted to Security Directorate for non-EU individuals in accordance with the applicable provisions of Regulation (EC) No 45/2001 (Art 7).

In exceptional cases (theft, intrusion, ...), some data (access time registration) can also be transmitted to the local Police forces in accordance with the applicable provisions of Regulation (EC) No 45/2001 (Art 8).

No other transfers of data outside JRC-IRMM

21) Category(ies) of recipients:

Local security officer and guarding service.

Security Directorate (ADMIN)

Local Police forces (exceptional)

13/ retention policy of (categories of) personal data

Retention period is minimum 30 years for nuclear control areas (regulatory requirement according Belgian Royal Decree of 20.07.2001).

Retention period can be shortened to 5 years on request for persons not accessing nuclear controlled areas.

13 a/ time limits for blocking and erasure of the different categories of data (on justified legitimate request from the data subject) (Please, specify the time limits for every category, if applicable)
(on justified legitimate request from the data subject)
(Please, specify the time limits for every category, if applicable)

22 b) Time limit to block/erase data on justified legitimate request from the data subjects

Upon a justified request from the Data Subject using the foreseen procedures, namely communication to the security Officer, data will be modified, frozen or eventually erased in a maximum period of 14 days.

14/ Historical, statistical or scientific purposes

If you store data for longer periods than mentioned above, please specify, if applicable, why the data must be kept under a form which permits identification,

22 c) Historical, statistical or scientific purposes - If you store data for longer periods than mentioned above, please specify, if applicable, why the data must be kept under a form which permits identification

Not applicable

15/ Proposed transfers of data to third countries or international organisations

27) Legal foundation of transfer:

Only transfers to third party countries not subject to Directive 95/46/EC (Article 9) should be considered for this question. Please treat transfers to other community institutions and bodies and to member states under question 20.

28) Category(ies) of Personal Data or Personal Data to be transferred:

16/ The processing operation presents specific risk which justifies prior checking (please describe): *(please describe)*:

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The processing falls under Art.27.

Article 27.2.(a) Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,

n/a

Article 27.2.(b) Processing operations intended to evaluate personal aspects relating to the data subject,

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Article 27.2.(c) Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,

n/a

Article 27.2.(d) Processing operations for the purpose of excluding individuals from a right, benefit or contract,

n/a

Other (general concept in Article 27.1)

n/a

17/ Comments

1) Date of submission:

10) Comments if applicable:

The system is security-related and the detailed information is to be considered as restricted (Euratom Treaty Art.3).

See DPO-1704 for the notification of personal badges at the JRC.

See DPO-508 for the justification of data transfer to the Security Directorate and for the guarding service.

36) Do you publish / distribute / give access to one or more printed and/or electronic directories?

Personal Data contained in printed and/or electronic directories of users and access to such directories shall be limited to what is strictly necessary for the specific purposes of the directory.

If Yes, please explain what is applicable.

no

37) Complementary information to the different questions if applicable, including attachments to this notification which should not be public :

See attached IRMM form F-0004 mentioned at point 19.

The management of badges photos is part of notification DPO-1704

PLACE AND DATE:05/06/2007

DATA PROTECTION OFFICER: RENAUDIERE Philippe

INSTITUTION OR BODY:European Commission