



EDPS  
EUROPEAN DATA PROTECTION SUPERVISOR

## *ACCESS TO EDPS BUILDING BY VISITORS*

### **DATA PROTECTION NOTICE**

The EDPS (MTS) building is located in premises belonging to the European Parliament (EP).

Based on a Cooperation Agreement, the EP performs access control also on EDPS' behalf to protect both EP and EDPS' assets against unauthorised access and any security threats.

The access control system aims at providing:

- Security measures to protect the persons and premises of the site;
- Authorisation (controlling and, if applicable, granting) of access to site (registration of visitors and vehicles);
- Physical protection of the site (guards, alarms, video surveillance, etc.);
- Protection of organisational assets, information and monitoring of information system;
- Investigating security incidents;
- Evaluating threats and analysing risks.

Accreditation of visitors V-PASS is used to manage the accreditation of visitors entering the Parliament's premises in the context of both personal visits and group visits or an events.

Staff members who host a visit or an event have to create an entry in V-PASS and then add their visitors and the required data (all EDPS staff have a V-PASS account, except external staff and trainees). There might also be cases where staff members who host a visit or event adds names and email addresses, and then the visitors complete their own data in the vpass. Or, alternatively, there might be cases (such as individual visitors, private visits, small last-minute meetings) where visitors' personal data will be asked in advance.

Link to V-PASS: <https://accreditation.europarl.europa.eu/europarl/epvisitors/>

Personal data is processed on the basis of [Regulation \(EU\) 2018/1725](#) ('the Regulation').

The following information is provided as established in Article 15 and 16 of the Regulation.

### **Who is the controller?**

#### **European Data Protection Supervisor (EDPS)**

Postal address: Rue Wiertz 60, B-1047 Brussels

Office address: Rue Montoyer 30, B-1000 Brussels

Telephone: +32 2 283 19 00

Email: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)

For more information on the EDPS please consult our website: <https://edps.europa.eu>

Delegated controller:

HRBA unit ([edps-building@edps.europa.eu](mailto:edps-building@edps.europa.eu))

Contact form for enquiries on processing of personal data to be preferably used:

[https://www.edps.europa.eu/about-edps/contact\\_en](https://www.edps.europa.eu/about-edps/contact_en).

Separate controller: **European Parliament**

EP DG SAFE

Directorate-General for Security and Safety

Directorate for Safety, Access and Assistance

Access and Visitors Unit

[SAFE.AccesSecuriteBxl@europarl.europa.eu](mailto:SAFE.AccesSecuriteBxl@europarl.europa.eu)

For more information, please refer to the:

- [EP record](#)
- [EP data protection notice](#)

Contact for enquiries: EP DPO - <http://www.europarl.europa.eu/at-your-service/en/stay-informed/data-protection>; [data-protection@europarl.europa.eu](mailto:data-protection@europarl.europa.eu).

### **What personal data do we process and who has access to it?**

We process personal data of visitors who would like to have access to EDPS building.

EDPS staff can request an accreditation for individual visitors or groups to DG SAFE's Access and Visitor Unit, via the V-PASS application.

Access requests submitted in V-PASS are validated by the DG SAFE's Access and Visitors (responsible for accreditation).

Data processed as part of visitor registration in V-PASS:

- date of visit (start and end date)
- first name(s)
- last name(s)
- date of birth
- nationality
- document type (ID card or passport)
- document number

- document expiry date
- type of visit (private or professional)
- (optional) organisation
- email address

Visitors data are gathered by EDPS:

- by email
- via a dedicated registration form on [EDPS Website](#)

The staff member responsible for the visit/event has to add the visitors in VPASS providing at that stage at least first name, last name and email address. The visitor will receive an email with a link to his/her profile in VPASS in order to provide all the other required data as listed above.

Alternatively, visitors' information can be imported in bulk (i.e. from an xls table).

Visitors can also register themselves upon invitation from their host through an online form.

Personal data of visitors registered in V-PASS is transmitted to DG SAFE's internal database (iPACS) where a verification is performed about whether there is a restriction on access on the visitor concerned. The result of this verification is sent back to the visitor registration tool (V-PASS). A nominative access badge will be provided to each visitor.

Badge collection takes place at an interactive kiosk placed at visitor entrances. At the kiosks, visitors scan their identity document (ID card or passport) where the below-mentioned data are extracted by the MRZ of kiosk:

- first and last name
- date of birth
- nationality
- ID document type
- ID document number
- ID document expiry date

The ID document will be recognised only if it is the same one that was used for vpass registration.

Visitors must carry their identity documents and access badges and always be accompanied by an EDPS staff member or by a security agent when moving around the EDPS building.

Some other personal data may be collected in order to grant access to the EDPS premises. For example, agents may record the entry to, and exit from the building of visitors and vehicles (as well outside the normal opening times).

Agents may conduct other necessary operations related to access control.

In addition, when badges are printed (either at an accreditation desk or through a

kiosk) visitors' personal data is sent to DG SAFE's internal database (iPACS) whereas verification is performed about whether there is a restriction on access on the visitor concerned. The result of this verification is sent back to the visitor registration tool (V-PASS).

### **Vehicles:**

Pass holders entitled to enter the parking, might send a request to the Access and Visitors Unit with further personal data regarding their vehicle and the person entitled to use it.

In order to issue a car pass, the following personal data is processed:

- email
- plate number
- country of registration
- fuel type
- make
- type
- colour and
- RFID tag number

For service providers wishing to enter the parking, the following additional information should be provided:

- name external company (firm)
- name and first name of the responsible official and
- contract number

DG SAFE may transmit data to the following:

- other DGs of the EP
- the President and the Secretary General of the EP

Within the framework of investigations, accreditation data can be transmitted to other recipients (i.e. national authorities of the Member States). This is covered under the EP Record number 18: 'Enquêtes de sécurité et investigations complémentaires'.

### **Where did we get your personal data?**

Personal data processed as described above comes from the visitors themselves and it is obtained either via direct email and/or V-PASS form; or from other tools/methods and transmitted to V-PASS (notably, this includes EDPS websites, VISSEM and EP events tools).

### **Why do we process your personal data and under what legal basis?**

Personal data is processed in order to allow for access to the EDPS premises.

The lawfulness is based on Article 5.1.(a) of the Regulation ("*processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body*").

The EDPS has concluded a Cooperation Agreement with the EP so that the latter performs access control on EDPS' behalf to protect both EP and EDPS' assets.

### **How long do we keep your personal data?**

There are different retention periods depending on the categories of personal data:

- Visitor's personal accreditation data (first and last name, date of birth, nationality, ID document type and number, ID document expiry date, (optionally) organisation/employer) is stored for one year.
- Personal data relating to the access's history (extract from badges use at the entrances to EP premises) is kept for 4 months.

### **What are your rights regarding your personal data?**

You have the right to request access to your personal data and to relevant information concerning how we use it. You have the right to request rectification your personal data. You have the right to ask that we delete your personal data or restrict its use. Where applicable, you have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time.

We will consider your request, take a decision and communicate it to you. The time limit for treating your request is one (1) month. This period may be extended by two (2) further months where necessary, taking into account the complexity and the number of the requests. In those cases, the EDPS will inform you of the extension within one (1) month of receipt of your request and will provide reasons for the delay.

You can send your request to the EDPS by email or post (see section on contact details [below](#)).

### **Automated decision-making**

Your personal data is not subject to automated decision-making.

### **You have the right to lodge a complaint**

If you have any remarks or complaints regarding the way we process your personal data, we invite you to contact the EDPS DPO (see section on contact details [below](#)).

You have, in any case, the right to lodge a complaint with the EDPS as a supervisory authority: [https://edps.europa.eu/data-protection/our-role-supervisor/complaints\\_en](https://edps.europa.eu/data-protection/our-role-supervisor/complaints_en).

### **Contact details for enquiries regarding your personal data**

We encourage you to contact us using the EDPS contact form, selecting 'My personal data' as the relevant subject: [https://www.edps.europa.eu/about-edps/contact\\_en](https://www.edps.europa.eu/about-edps/contact_en).

If you wish to contact the EDPS DPO personally, you can send an e-mail to [DPO@edps.europa.eu](mailto:DPO@edps.europa.eu) or a letter to the EDPS postal address marked for the attention of the EDPS DPO.

EDPS postal address: European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium

You can also find contact information on the EDPS website: [https://edps.europa.eu/about-edps/contact\\_en](https://edps.europa.eu/about-edps/contact_en).