

## **PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about the processing and the protection of your personal data**

### **1. Introduction**

The European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (hereafter, 'eu-LISA') is committed to protect your personal data and to respect your privacy. eu-LISA collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data

The information in relation to processing operation '*Document reader for physical security and access control at premises of eu-LISA*' undertaken by the Security Unit is presented below.

### **2. Why and how do we process your personal data?**

The Security Unit collects and uses your personal information to for the sole purpose of physical security, safety and access control. The document reader helps to control the access to eu-LISA premises, ensuring the security and the safety of premises, individuals and goods. It complements other physical security systems such as the video-surveillance system. It helps to prevent, detect, deter, and if necessary, investigate unauthorised physical access and security incidents in areas under surveillance.

The Security Unit collects and uses personal data for the verification of identity to allow persons secure access to the premises of the Agency. The document reader is programmed to quickly read and verify the personal identification documents. The document reader creates a record of each assessed identification document in a restricted access folder.

The personal data collected as part of this processing operation will not be used for an automated decision-making, including profiling.

Your personal data processed may be reused for the purpose of procedures before the EU Courts, national courts, or the European Court of Auditors.

### **3. On what legal ground(s) do we process your personal data**

We process your personal data, because:

- (a) 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;

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- (b) processing is necessary for the management and functioning of the Agency;
- (c) processing is necessary for compliance with a legal obligation to which eu-LISA is subject.

The specific regulations on which the processing is based include:

- Decision of Management Board no 133/2016 on security rules in eu-LISA
- Decision of Management Board no 273/2019 on the security rules for protecting EU classified information in eu-LISA
- Commission Decision 2018/559 laying down implementing rules for Article 6 of Decision 2017/46 on the security of communication and information systems in the European Commission
- Commission Decision 2015/443 on Security in the Commission
- Commission Decision 2015/444 on the security rules for EUCI
- Regulation EU 2018/1726

#### **4. Which personal data do we collect and further process?**

In order to carry out this processing operation Security Unit collects the following categories of personal data:

- Full name
- Photograph
- Nationality and country code
- Sex
- Date and place of birth
- Personal identification document (ID) number
- Signature
- Address
- ID type
- Support number

The assessment of the personal data through the document reader is mandatory to meet the above legal requirements to control secure access to the Agency's sites and systems. If you do not agree with your personal identification document being assessed by the document reader, the possible consequences are that you will be unable to access the premises of the Agency.

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

The Security Unit only keeps the personal data for the time necessary to fulfil the purpose of collection or further processing. The PDF extract of the data is stored for up to 30 days after the collection.

Data can be stored for additional periods of time in case needed for authorised security purposes (for example in order to support the investigation of security incidents).

When determining the maximum retention periods, the Agency takes also into account possible legal recourses, legal, auditing, archiving and reporting obligations.

#### **6. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to eu-LISA staff responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements. Your personal data may also be shared with the personnel of security operators

contracted to eu-LISA to perform security and access control processes for the Agency, who are also bound by contractual and confidentiality agreements.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

## **7. What are your rights and how can you exercise them?**

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a).

Nevertheless, you should be informed that by virtue of Article 25 of Regulation (EU) 2018/1725 and of the Internal Rules laid down under Decision No 2021-096 Rev 1 of the Management Board, one or several of these rights may be restricted for a temporary period of time inter alia on the grounds of prevention, investigation, detection and prosecution of criminal offences and the protection of the data subject or the rights and freedoms of others. Any such restriction will be limited in time, proportionate and respect the essence of the above-mentioned rights. It will be lifted as soon as the circumstances justifying the restriction are no longer applicable. You will receive a more specific data protection notice when this period has passed.

As a general rule, you will be informed on the principal reasons for a restriction unless this information would cancel the effect of the restriction as such.

You have the right to make a complaint to the EDPS concerning the scope of the restriction.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor.

## **8. Contact information**

### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, eu-LISA Security Unit at [eulisa-SECURITY@eulisa.europa.eu](mailto:eulisa-SECURITY@eulisa.europa.eu)

### **- The Data Protection Officer of eu-LISA**

You may contact the Data Protection Officer ([dpo@eulisa.europa.eu](mailto:dpo@eulisa.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

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

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.