



## Privacy statement

### Processing of personal data on the occasion of Facility management Video surveillance

Personal data will be processed in accordance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council 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, and repealing Regulation (EC) No 45/2001.

#### **Purpose:**

The purpose of processing:

- Prevention and detection of crime and misconduct
- Investigation of criminal offences and misconduct
- Investigation of unauthorised, violent or concealed access to the Agency's premises
- Investigation of unauthorised access to restricted areas within the Agency
- Monitoring of evacuation procedures to ensure safety of staff, visitors and contractors in line with the Agency's physical security policy.

In accordance with the applicable law, the Agency might submit video evidence that has been obtained during an investigation, or may have been recorded during normal operation of the system, to substantiate allegations of criminal activity, gross misconduct, or behaviour which puts others at risk. This is only done upon request, normally from the Police, based on their suspecting a criminal act has been committed.

The purpose of monitoring staff performance and attendance or presence in the office is excluded from this processing.

#### **Personal data collected and further processed:**

The data can include video or images of all persons in the building, e.g. staff, external contractors, consultants, seconded national experts, trainees and visitors.

#### **Data controller:**

Head of Corporate Services Department

#### **Recipients of personal data:**

Recorded video is accessible to the Local Security Health and Safety Officer and the external security Team Leaders only. Live video is also accessible to contracted security guards on duty. In addition, only in case of a criminal offence and upon their request, the data may be made accessible to the Police, upon prior assessment of the request and in accordance with applicable rules and regulations. This is without prejudice to a possible transfer to bodies in charge of a monitoring, auditing or inspection function in accordance with European Union legislation.

#### **Data retention:**

Normally, the data is kept for 7 days, in accordance with the EDPS guidelines. In case of an incident, the time limit can differ, depending on the type of (Police) investigation and/or court proceedings. This is documented in accordance with the EDPS guidelines Annex 5.

#### **Contact & exercise of rights:**

Should you require further information concerning the processing of your personal data or exercise your rights (e.g. access or rectify any inaccurate or incomplete data), please contact the Data Controller.



**Recourse:**

Data subjects have at any time the right to make a complaint regarding the processing of their personal data to [the European Data Protection Supervisor](#).