



ETF Video-surveillance policy

Legal Basis

- Council Regulation n° 1339/2008 of 16 December 2008 establishing a European Training Foundation (recast), art. 3.
- Council Regulation 19/03/2001 adopting the Council's security regulation, Part II, Section I, art. 8 providing the Director of an EU decentralised agency shall be responsible for the implementation of security within his or her establishment.
- Data Protection regulation EC 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individual with regard to the processing of personal data by the Community Institutions and bodies and on the free movement of such data

Policy objectives and scope

This policy serves the following objectives:

- To describe the video surveillance systems and methods in place at the ETF
- To describe the measures in place that allow ETF to ensure that the video-surveillance system in place respects all regulation on data protection
- To describe the future steps for improvement and review

The policy covers the video-surveillance system installed and managed by the ETF in its building.

This policy does not apply, to video used by or for non-surveillance purposes. Examples of non-surveillance video recordings include, but are not limited to, the following:

1. those that are made for instructional, academic, or artistic purposes,
2. for capturing public events and performances,
3. for recording promotional or news events,
4. for video conferencing.

Video surveillance purpose

The ETF uses its video-surveillance system for the sole purposes of security and access control.

The video-surveillance system helps control access to our building and helps ensure the security of our building, the safety of our staff and visitors, as well as property and information located or stored on the premises, and to ensure unobstructed access to the parking areas.

It complements other physical security systems such as access control systems and physical intrusion control systems.

It forms part of the measures to support our broader security policies and helps prevent and deter unauthorised physical access, including unauthorised access to secure premises and protected rooms, IT infrastructure, or operational information. In addition, video-surveillance helps prevent, detect and investigate theft of equipment or assets owned by the Agency, visitors or staff, and threats to the safety of visitors or personnel working at the office (e.g. fire, physical assault).

All cameras operate 24 hours a day, seven days a week.

We do not monitor any areas under expectations of privacy such as individual offices, leisure areas, toilet facilities and others.

Data Protection

The Agency is committed to ensure that the use of the video surveillance at the ETF is in compliance with the principles and the provision set out in the Regulation (EC) 45/2001 on the protection of personal data.

The ETF provides information to the public about the video-surveillance in an effective and comprehensive manner.

Members of the public have the right to: access, rectify, blocking, erase (but we don't keep any surveillance videos) and object on the personal data the ETF holds on them.

Any request for access, rectification, blocking, erasing and/or objecting of personal data should be directed in writing to the Data Controller or his/her delegate. The Data Controller is the ETF Director. For the purpose of the video surveillance the requests should be addressed to the ETF Security Officer (**rev@etf.europa.eu**).

Whenever possible, the delegate responds to an enquiry in substance within 15 calendar days. If this is not possible, the applicant is informed of the next steps and the reason for the delay within 15 days. Even in the most complex of cases access must be granted or a final reasoned response must be provided rejecting the request within three months at the latest. The delegate must do its best to respond earlier, especially if the applicant establishes the urgency of the request.

Every individual has the right of recourse to the European Data Protection Supervisor (edps@edps.europa.eu) if they consider that their rights under Regulation 45/2001 have been infringed as a result of the processing of their personal data by the Agency. Before doing so, we recommend that individuals first try to obtain recourse by contacting:

- ✓ the ETF Security Officer (see contact above) and/or
- ✓ the ETF data protection officer (**dataprotectionofficer@etf.europa.eu**)