

REGISTRATION OF EXTERNALS

Key information

Controller

Cesare Onestini, Director of the ETF, Cesare.Onestini@etf.europa.eu

Business owner

Renata Vallome, ETF Security Officer and Facilities Coordinator, Renata.Vallome@etf.europa.eu

Data protection officer

Tiziana Ciccarone / Laurens Rijken, [DataProtectionOfficer@etf.europa.eu](mailto>DataProtectionOfficer@etf.europa.eu)

Purpose of the processing

To have inventory of external people (e.g. temporary workers, SNEs, trainees and visitors) present on site for security and safety purposes (e.g. evacuation, incident, accident).

Legal basis

The legal basis for the processing operations of personal data is the ETF building security policy (ref. ETF/18/DEC/010), Annex 2 Access to building procedure.

Personal data

Personal data concerned are:

- Name, ETF contact person, organisation, country, document type and related data, car type and number plate

Recipients of the personal data

For the purpose detailed above, access to personal data is provided to the following processing entities:

- *Internal recipients* are the ETF Facilities Team members, Crisis Management Team, ETF Staff copied in the related e-request of access to the building
- *External recipients* are the ETF Contractor namely the guards and receptionist

Transfer to third countries/international organisations

Not applicable

Further information

Data retention

Data collected will be retained for a period of one year from the collection and last visit.

Right of access, rectification or erasure, restriction, objection

Any request to access, rectify or erase personal data, or to restrict or object to the processing of personal data shall be addressed in writing to the ETF Security Officer and Facilities Coordinator, Ms Renata Vallome, Renata.Vallome@etf.europa.eu

Right to withdraw consent

Not applicable

Right to lodge complaint

Data subjects can at any time lodge a complaint on the processing of their personal data to the ETF Data Protection Officer ([DataProtectionOfficer@etf.europa.eu](mailto>DataProtectionOfficer@etf.europa.eu)) or to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

Necessity of provision of data

The provision of data is based on the ETF Building security policy and represents a safety & security requirement. Failure to provide data implies no access to the building.

Further processing

A further processing of data might be envisaged in case an event / accident occurs and other actors (e.g. insurance companies, local authorities of public security) shall be involved.