

STAFF ACCESS AND PRESENCE MANAGEMENT

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

Purpose of the processing

The purpose of the process is:

- To allow ETF staff to access the building, to authorise access outside normal office hours, and to allow access to restricted areas, through the use of an ID proximity badge.
- To have inventory of staff on ETF premises in case of emergency situations, using ETF badge in/badge out system.

Legal basis

The legal basis for the processing operations of personal data are the Building Security Policy (ETF/18/DEC/010) and the ETF Health and Safety Policy (ETF/16/DEC/007).

Personal data

Personal data concerned, which are obtained from ETF HR Unit, are:

- Name, badge number – these data are recorded in the system;
- Picture and personnel number – these data, together with the ones mentioned above, are printed on the ID proximity badge.

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
- *External recipients* are the ETF Contractor namely the guards and receptionist, the technicians of the system provider

Transfer to third countries/international organisations

Not applicable

Further information

Data retention

Data collected will be retained for the period of employment/internship. As long as ETF staff, temporary workers, SNEs, trainees are employed, the ID proximity badge and related data need to be active. As soon as the data subject leave the service, badges are returned and data are cancelled from the system. Therefore, the badge is deactivated.

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) or to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

Necessity of provision of data

Provision of data is obligatory for the release of an ID proximity badge for acceding the ETF premises. Failure to provide data implies that no ID proximity badge can be granted, as a result the data subject cannot access the building.

Further processing

In case an event / accident occurs, other actors (e.g. insurance companies, local authorities of public security) may be provided access to log files.