

# EUISS record of processing activity

## Access to the BLO

1	Last update of this record	05/10/2019
2	Reference number	ADM-007
3	Name and contact details of controller	European Union Institute for Security Studies 100, avenue de Suffren F-75015 Paris France +33 1 56 89 19 30  Responsible department or role: Head of Administration and Personnel of the EUISS  Contact form for enquiries on processing of personal data to be preferably used: <a href="https://www.iss.europa.eu/contact">https://www.iss.europa.eu/contact</a>
4	Contact details of the DPO	<a href="https://www.iss.europa.eu/contact">https://www.iss.europa.eu/contact</a>
5	Name and contact details of joint controller (where applicable)	Not applicable
6	Name and contact details of processor (where applicable)	Accreditation Service of the Council of the European Union <a href="https://www.consilium.europa.eu/en/contact/">https://www.consilium.europa.eu/en/contact/</a>
7	Description and purpose of the processing	The personal data are processed for the identification and management of access of staff members and visitors to the BLO with respect to the security rules and procedures in place at the Justus Lipsius building of the Council of the EU where the BLO is hosted.  The legal basis of the processing operation are:

		<ul style="list-style-type: none"> <li>- the EUISS founding decision (Council Decision 2014/75/CFSP of 10 February 2014 on the European Union Institute for Security Studies);</li> <li>- the SLA with the General Secretariat of the Council of the EU governing the conditions of the rental of office space within the Justus Lipsius building.</li> </ul>
8	Description of categories of persons whose data the EUISS processes and list of data categories	<p>EUISS staff members needing an access badge to the BLO and all external visitors to the BLO not holding an identification badge giving access to the Justus Lipsius building of the Council of the EU;</p> <p>Personal data processed:</p> <ul style="list-style-type: none"> <li>- name, surname, date of birth, nationality, national ID or passport number, start and end date of employment contract or contract extension (EUISS staff members);</li> <li>- name, surname, date of birth, nationality, national ID or passport number (visitors).</li> </ul>
9	Time limit for keeping the data	<p>The data is received in the mailbox of the Brussels Office Coordinator. It is deleted after the receipt confirmation from the Accreditation Service. Only the date of expiration of each access badge is kept (for staff members);</p> <p>The data is received in the mailbox of the BLO agent in charge of receiving the visitor. It is kept only for the duration of the visit and is deleted from the mailbox within a week from the visit (visitors).</p> <p>The data is kept by the Accreditation Service of the Council of the European Union for two years following the expiration of validity of the access badges issued.</p>
10	Recipients of the data	<p>The Brussels Office Coordinator, the Head of Personnel and Administration (staff members);</p> <p>Any BLO agent in charge of receiving external visitors (visitors);</p> <p>The Accreditation Service of the Council of the European Union.</p>

11	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12	General description of security measures	<p>The data are received by e-mail and are also transferred by e-mail to the security/accreditation service of the Justus Lipsius building of the Council of the EU. The EUISS has implemented appropriate technical and organisational measures (firewalls, checkpoints, antivirus) to ensure a level of security appropriate to the risks represented by the processing and the nature of the personal data to be protected. Such measures have been taken in particular to prevent any unauthorised disclosure or access, accidental or unlawful destruction or accidental loss, or alteration and to prevent all others unlawful forms of processing.</p> <p>As an EU institution, the services of the Council of the EU apply equivalent data protection measures as the EUISS, in line with the provisions of 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.</p> <p>Organisational measures include restricting access to the data to authorised persons with a legitimate need to know for the purposes of this processing operation.</p> <p>Policies and guarantees offered by the Accreditation Service of the Council of the European Union:</p> <p><a href="https://www.consilium.europa.eu/en/general-secretariat/corporate-policies/data-protection/search/?reference=051ROO">https://www.consilium.europa.eu/en/general-secretariat/corporate-policies/data-protection/search/?reference=051ROO</a></p> <p><a href="https://www.consilium.europa.eu/en/general-secretariat/corporate-policies/data-protection/search/?reference=134ROO">https://www.consilium.europa.eu/en/general-secretariat/corporate-policies/data-protection/search/?reference=134ROO</a></p>

13	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	Additional information is available by following the link to privacy statement <a href="#">here</a> (link to privacy statement).