



## EUISS record of processing activity

### Access control (Paris Headquarters)

1	Last update of this record	30/11/2020
2	Reference number	ADM-014
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)	
7	Description and purpose of the processing	The personal data are processed for the management of access of staff members to the offices in Paris (issuance of access badges) and the management of relating security aspects.  The legal basis of the processing operation are:

		- the Decision on the rules governing the access to the EUISS offices in Paris and the standard operating procedures regarding their remote security monitoring (Decision EUISS(2020)/DEC/04).
8	Description of categories of persons whose data the EUISS processes and list of data categories	EUISS staff members needing an access badge for the offices in Paris;  Personal data processed:  - for the creation of the access badges: name, surname, function, category of staff, start and end date of employment contract; - for the management of the premises security: record of individual access logs – date and time.
9	Time limit for keeping the data	Data relating to issued badges: duration of validity of the badges; Data relating to access logs: 30 days.
10	Recipients of the data	The Facilities Officer.
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	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.  Organisational measures include restricting access to the data to the authorised persons only.
13	For more information, including how to exercise your rights to access, rectification,	Additional information is available by following the link to privacy statement <a href="#">here</a> (link to privacy statement).



	object and data portability (where applicable), see the privacy statement:	
--	--	--