## EUISS record of processing activity

**CCTV**

### 1. Last update of this record
14/12/2020

### 2. Reference number
ADM-021

### 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: [https://www.iss.europa.eu/contact](https://www.iss.europa.eu/contact)

### 4. Contact details of the DPO
[https://www.iss.europa.eu/contact](https://www.iss.europa.eu/contact)

### 5. Name and contact details of joint controller (where applicable)
Not applicable

### 6. Name and contact details of processor (where applicable)
Fichet-Bauche Télésurveillance  
1 bis Rue du Petit Clamart, 78140 Vélizy-Villacoublay  
France  
+33 01 73 15 02 50

[https://fichet-bauche-telesurveillance.com/](https://fichet-bauche-telesurveillance.com/)

### 7. Description and purpose of the processing
To monitor the points of access/exit to the EUISS premises in Paris and give access to direct or recorded video footage to the security company with which
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<td>the EUISS has a contract in case of activation of an intrusion alarm suggesting a possible security incident. The legal basis of the processing operation is: - the Council Decision 2014/75/CFSP of 10 February 2014 on the European Union Institute for Security Studies; - 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).</td>
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<td>8</td>
<td>Description of categories of persons whose data the EUISS processes and list of data categories</td>
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|   | Data subjects:  
All persons using the access/exit points of the EUISS premises in Paris.  
Personal data processed:  
Video image of individuals accessing/exiting the EUISS premises with date and time. |
| 9 | Time limit for keeping the data |
|   | 30 days. |
| 10 | Recipients of the data |
|   | - The security company with which the EUISS has a contract for its remote security monitoring.  
- The Facilities Officer. |
<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 |
|   | - The company with which the EUISS has a contract for its remote security monitoring is certified APSAD P5, the highest degree in France regarding the security of technical installations and relating services. |</p>
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<th>For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:</th>
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<td>Additional information is available by following the link to privacy statement here (link to privacy statement).</td>
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Contractual clauses cover data protection issues and the company also applies standard policies and guarantees:

https://fichet-bauche-telesurveillance.com/protection-des-donnees/