

PUBLIC RECORD AND PRIVACY STATEMENT

regarding the processing of personal data related to visitor management and access control of the ECHA premises

Access control to ECHA's premises is based upon the use of ID badges for identification purposes and keys to open the doors. The electronic key either can be a separate device or integrated into the badge holder. They are specific to each individual and can only be used by the person to whom they have been issued. In addition, a visitor logbook is kept.

For invited visitors to ECHA meetings and conferences a self-service kiosk is used to register upon entry into the premises.

What is the purpose of the collection of personal data?

To ensure the integrity of its premises and the safety of its staff and visitors, ECHA's premises are secured with an access control system, which provides:

- Security measures to protect the persons and premises of the site,
- Authorisation of access to site (registration of staff, visitors and vehicles),
- Physical protection of the site (guards, alarms, video surveillance, etc.)
- Protection of organisational assets, information and monitoring of information system Security.

During the current ongoing COVID-19 pandemic, the access control logs are temporarily also used to monitor staff presence. To organise an incremental and phased approach for returning to the office, the regular access control logs are used to monitor that an appropriate level of office presence is maintained.

What is the legal basis for processing your personal data?

The legal basis for the processing can be found in Article 5.1(e) of Regulation (EU) 2018/1725 and in the Executive Director decision (ED/0028/2020) on the Rules for access to the ECHA premises.

What personal data is collected?

The data collected shall include name, contact information, identification number, purpose of visit and identity of the host of visitors. In addition, logs (time stamps) of entry and exit in the ECHA premises by ECHA staff, contractors and visitors are collected.

Who has access to your personal data and to whom is it disclosed?

The data collected will only be disclosed to the absolute minimum of persons involved in the process, including the security staff and the staff of the external service provider for security services.

In the exceptional situation that an administrative inquiry or disciplinary proceeding is opened against a staff member on which fact the person shall be notified, access control data may be made available to the investigation panel or disciplinary board in case these are relevant for the investigation or disciplinary proceeding in question.

Personal data may be transferred to bodies in charge of a monitoring, auditing or inspection task in accordance with European Union legislation, such as the European Anti-Fraud Office (OLAF), the EC internal audit service, the EU Court of Auditors, as well as to the EU Ombudsman, the European Data Protection Supervisor.

Who is the data controller?

The Head of Unit Corporate Services shall exercise the tasks of the data controller for the purpose of this processing operation.

How long are your personal data kept and how are they protected?

The data in the access control system shall be kept for the time necessary to fulfil the purpose of collection or further processing, plus a reasonable retention period thereafter on condition that no contentious issues occurred; in this case, data will be kept until the end of the last possible legal procedure. In principle, data are stored until termination of the link between the data subject and ECHA plus a reasonable retention period depending on the type of link, e.g. for visitor information, data will be kept for 1 year after the corresponding visit.

ECHA's IT systems are protected by the IT security measures implemented by the Agency that ensure an adequate security level as concerns threats to electronic assets integrity, confidentiality and availability. Physical files are stored in locked cupboard with restricted access for dedicated security staff and contractors.

What are your rights?

Any person concerned has the right to be informed about the processing of his/her personal data and is entitled to access and rectify the data collected. Under certain conditions, a right to erasure, restriction, objection and/or data portability also applies.

To exercise the above mentioned rights, you can contact ECHA via the [contact form](#) on ECHA's website. Please use the phrase "Exercising Data Protection rights" in the heading.

However, if you feel your Data Protection rights have been breached you can always file a complaint with ECHA's Data Protection Officer (data-protection-officer@echa.europa.eu) or have recourse to the European Data Protection Supervisor.