

<b>01 - Name of processing</b>	<b>Request for new / renewal of access badges to the EC premises.</b>
02 - Reference	37
03 - Submission Date	08-05-12
04 - Last update	09-09-21
05a - Controller	RICOTTA Salvatore
05b - Unit-Sector	Human Resources
05c - Controller's email	HoUResourcesandSupport@era.europa.eu
06 - DPO	DataProtectionOfficer@era.europa.eu 120 Rue Marc Lefrancq, 59300 Valenciennes, France Tel.+33 (0) 32 70 96 500
07 - Name and contact details of joint controller (where applicable)	
08a - Who is actually conducting the processing? (Article 31.1(a))	The data is processed by a third party (e.g. contractor) (Art. 29 – Processor)
08b - Name and contact details of processor (where applicable)	European Commission - DG HR Security
09 - Purpose of processing	The purpose of the processing activity is to transfer requests for non magnetic access badges allowing ERA staff access to EC premises.
10a - Data Subjects	ERA statutory staff members and SNE's.
10b - Personal data	Following data related to the status of the staff member / SNE: Date of birth, Function Group, grade, date of entry into service, date of expiration contract of employment of the requester, including a photograph, required to personalise the access badge. The photograph can also be used to check the identity remotely in the event of access requests outside normal working hours. A copy of the identity card of the requester.

11 - Time limit for keeping the data

These data are preserved for 6 months after the end of the period of validity of the access badge.

12 - Recipients of the data

Designated ERA HR staff and designated DG HR staff.  
In particular circumstances: any of the supervisory instances of ERA (i.e. European Court of Auditors, Internal Audit Service, OLAF, IDOC and in case of controversy, the Civil Service Tribunal, the staff Ombudsman, etc.

13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?

N/A

14 - How is data stored? What are the security measures implemented?

Copies of ID cards are stored in a dedicated section in the personnel files which are stored in code protected safes in the HR sector.  
Data are stored by DG HR Security.

15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice

a) A specific privacy statement is accessible on a dedicated ERA Intranet site.  
b) The privacy statement contains information concerning the purpose of the processing, the categories of data processed, the recipients of the data, the existence of a right of access to and the right to rectify data and the procedure for servicing those rights, the data retention period, the identity of the controller and the right of recourse to the DPO and the EDPS.

15a - Data subject rights

Right to have access; Right to rectify

16 - Legal Basis

Service Level Agreement between the DG HR and the ERA;#60

17 - Lawfulness of processing

Article 5 a) of Regulation (EU) 2018/1725

The processing is based on the provisions stipulated in the SLA with DG HR, and in particular appendix 3.

18 - Data minimisation

Set of data needed to identify the staff member

19 - Accuracy

Data is transferred to DG HR Security which delivers the badge after verification of the data

20 - Threshold assessment

NA

21 - Special category data

22 - DPIA

23 - Link to the Threshold assessment-Risks

24 - Other related documents