

Privacy Statement

for DPO-3673.1 - Security opinions on the Third Country Nationals accessing the JRC Sites

1. Description

Personal data supplied by third-country nationals in order to enter the JRC site are processed according to Regulation (EC) 45/2001 of the European Parliament and of the Council of 18/12/2000 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies on the free movement of such data.

The Controller of the processing operation on personal data is the Joint Research Centre (JRC) represented in this case by the Director of Resources.

2. What personal information do we collect, what is the legal basis, for what purpose and through which technical means?

Identification Data:

The documents containing personal data are: the CV, the extract of the criminal record and the opinion of the JRC Sites Local Security Officer/HR Security Directorate.

The personal data collected is: first name, family name, nationality, passport number and date of issue; list of countries visited in the 12 months prior to the application to access the JRC sites, reasons of visit and length of stay in those countries; list of JRC sites already visited prior to the application to access again the JRC site(s), reasons of visit and length of stay in those sites.

Legal Basis of processing:

The general legal basis for these processing is:

- Commission decision 29 november 2001 - 2001/844/EC/ECSC/EURATOM
- Commission Decision on Alert States and Crisis Management Commission Decision 2007/65/EC of 15 December 2006, in particular section 4 of the annex with regards to the Joint Research Centre
- Memorandum of Understanding between DG HR/DS and JRC on tasks performed in the field of security, Ares(2010)884864 – 30/11/2010
- Mesures de sécurité liées à la présence de ressortissants de pays-tiers sans lien statutaire au sein de la Commission, Ares(2012)251857), 16/11/2012.

The JRC sites are subject also to national legislations that require different arrangements for what concerns security checks of people accessing their premises. For specific legislation concerning each JRC site, please consult the notification DPO-3673.1 on http://ec.europa.eu/dataprotectionofficer/register/index.cfm?TargetURL=D_REGISTER

Purpose of processing:

The data are collected and processed in order to allow the JRC hierarchy to take a decision whether to grant the TNC the access to the JRC Sites.

Technical Information:

3. Who has access to your information and to whom is it disclosed?

Internal recipients: the JRC staff members who request the access for the TCN, their hierarchy, the Local Security Officers, the JRC Safety & Security Coordinator, DG HR Security Directorate.

External recipients: Contractors charged to implement and monitor the implementation of Security provisions (Site guards) – the information provided to the guards is limited to the name surname, passport number and the "access ok" decision. The text of the security opinion and

the information included in the APPLICATION FORM (except for what mentioned above) is not provided to the guards. Subcontractors of Security Services attached to the Local Security Officers of each JRC site may process the data on behalf of the controller.

4. How do we protect and safeguard your information?

The collected personal data and all information related to the above mentioned process is stored on electronic media and/or on paper copies, and is stored in security containers and/or on the servers of the Sites Local Security Officers services.

5. How can you access, verify or modify your information?

As data subject, you have the rights to:

- access their data held by the controller (at any time within three months from the receipt of the request and free of charge from the controller),
- rectify the data held by the controller (without delay of inaccurate or incomplete personal data).

In case you want to verify which personal data is stored on your behalf by the controller, please contact us by email at JRC-SAFETY-SECURITY-COORD@ec.europa.eu.

Upon a justified request submitted to the above mentioned functional mailbox, your data will be rectified or modified in a maximum period of 14 days.

6. How long do we keep your data?

The retention of personal data depends on the national legislation for each JRC site, as well as the security level of the area accessed. For specific retention periods, please consult the notification DPO-3673.1 on

http://ec.europa.eu/dataprotectionofficer/register/index.cfm?TargetURL=D_REGISTER

7. Contact Information.

For any questions related to your rights, feel free to contact the Controller, by using the following email address and by explicitly specifying your request: JRC-SAFETY-SECURITY-COORD@ec.europa.eu.

Any information relating to processing of your personal data is detailed in the register of the Data Protection Officer of the Commission:

http://ec.europa.eu/dataprotectionofficer/register/index.cfm?TargetURL=D_REGISTER

8. Recourse.

In the event of a dispute, you can send a complaint to:

- the European Data Protection Supervisor: edps@edps.europa.eu