

## PRIVACY NOTICE

### *Building Access Data*

The European Union Agency for Fundamental Rights (FRA) processes the personal data of a natural person in compliance with Regulation 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

This privacy notice explains FRA's policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights. We recognise that information privacy is an ongoing responsibility, and we will update this notice where necessary.

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## PRIVACY NOTICE

### 1. Why do we collect personal data?

We collect the personal data in order to:

- prevent unauthorised entry to FRA`s offices;
- ensure secure access to offices;
- safeguard the protection of all visitors present at the Agency`s premises in case of a fire or physical assault.

### 2. What kind of personal data does the Agency collect?

The data processed consist of the following categories: company, name, surname and the interval of time in which the person is present at the Agency`s premises.

### 3. How do we collect your personal data?

The access data is recorded in the access software and paper based registration forms.

### 4. Who is responsible for the processing your personal data?

The Agency is the legal entity responsible for the processing of your personal data and determines the objective of this processing activity. The Head of Corporate Services Unit is responsible for this processing operation.

### 5. Which is the legal basis for this processing operation?

The processing operations are necessary for the management and functioning of the Agency. Therefore, the processing is lawful under Article 5(a) of the Regulation (EU) No 2018/1725. In addition, since the participation in these procedures is not mandatory, the processing of the personal data is also in accordance with Article 5(d) of Regulation (EU) No 2018/1725. The processing is lawful under Article 5(e) of the Regulation (EU) No 2018/1725.

### 6. Who can see your data?

Data is accessible by the staff responsible for the physical security of the building. This includes staff from the Facilities and the security guards.

### 7. Do we share your data with other organisations?

Personal data is processed by the Agency only. In case that we need to share your data with third parties, you will be notified to whom your personal data has been shared with.

### 8. Do we intend to transfer your personal data to Third Countries/International Organizations

No.

### 9. When will we start the processing operation?

We will start the processing operation upon registration by a staff member or security guard.

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### 10. How long do we keep your data?

Personal data of visitors are kept for a maximum period of 13 months. The Agency deletes this data each year latest by 31st January.

### 11. How can you control your data?

You can access, modify or delete your personal data by sending an email request to [facilities@fra.europa.eu](mailto:facilities@fra.europa.eu). More details are provided below.

#### 11.1. Your data protection rights

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on the aim of processing of your information. You are not required to pay any charges for exercising your rights.

##### a) Can you access your data?

You have the right to receive confirmation whether or not we process your personal data. Furthermore, you can have access to such data, as well as obtain copies of your data undergoing processing, at any time and free of charge, by sending an email request to [facilities@fra.europa.eu](mailto:facilities@fra.europa.eu). The Agency will address the request within 15 working days from the receipt of the request.

##### b) Can you modify your data?

You have the right to ask us to rectify your data you think is inaccurate or incomplete at any time by sending an email request to [facilities@fra.europa.eu](mailto:facilities@fra.europa.eu). The Agency will address the request within 15 working days from the receipt of the request.

##### c) Can you restrict us from processing your data?

You have the right to block the processing of your personal data at any time by sending an email request to [facilities@fra.europa.eu](mailto:facilities@fra.europa.eu) when you contest the accuracy of your personal data or when the Agency no longer needs the data for completing its tasks. You can also block the processing activity when the operation is unlawful, and you oppose to the erasure of the data. The Agency will address the request within 15 working days from the receipt of the request.

##### d) Can you delete your data?

You have the right to ask us to delete your data at any time by sending an email request to [facilities@fra.europa.eu](mailto:facilities@fra.europa.eu) when the processing activity is unlawful. The Agency will address the request within 15 working days from the receipt of the request.

##### e) Can you request the transfer of your data to a third party?

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated.

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### f) Do you have the right to object?

Yes, you have the right to object at any time by sending an email request to [facilities@fra.europa.eu](mailto:facilities@fra.europa.eu) when you have legitimate reasons relating to your particular situation. Moreover, you will be informed before your information is disclosed for the first time to third parties, or before it is used on their behalf, for direct marketing purposes. The Agency will address your requests within 15 working days from the receipt of the request.

### g) Do we do automated decision making, including profiling?

No.

## 12. What security measures are taken to safeguard your personal data?

The Agency has several security controls in place to protect your personal data from unauthorised access, use or disclosure. The access to the recording tools is restricted limited. The data cannot be read, copied or disclosed without the authorisation of the Head of Corporate Services. The access to the recorded data is password protected and the paper based records are only accessible by the involved staff.

## 13. What can you do in the event of a problem?

- a) The first step is to notify the Agency by sending an email to [facilities@fra.europa.eu](mailto:facilities@fra.europa.eu) and ask us to take action.
- b) The second step, if you obtain no reply from us or if you are not satisfied with it, contact our data protection officer (DPO) at [dpo@fra.europa.eu](mailto:dpo@fra.europa.eu)
- c) At any time you can lodge a complaint with the EDPS at <http://www.edps.europa.eu>, who will examine your request and adopt the necessary measures.

## 14. How do we update our privacy notice?

We keep our privacy notice under regular review to make sure it is up to date and accurate.

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