

Data Protection Notice on the Registration of Visitors

1. Introduction

Personal data processed in relation with the registration of visitors to Eurofound's premises is subject to [Regulation \(EU\) 2018/1725 of the European Parliament and of the Council 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](#) (or Regulation (EU) 2018/1725)¹.

The Head of the Resources Unit is the staff member responsible for this processing operation on behalf of the data controller (i.e. Eurofound).

2. Why do we process your personal data?

The purpose of the processing is to register entry and exit on-site of all Eurofound visitors for security and health and safety purposes, i.e.

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

In some cases, the processing of personal data is carried out for the purposes of handing out temporarily access badges to Eurofound's headquarters.

3. Which personal data do we collect and process?

The following personal data is processed:

- Name;
- Eurofound contact person / host;
- Company / organisation name;

¹. OJ L 295 21.11.2018, p. 39-98.

- Date and time of the visit, i.e. date and time when the visitor entered and left Eurofound's premises;
- Document type and related data; and
- Car type and number plate.

4. What is the legal basis for processing your personal data?

The processing of personal data is necessary for the management and functioning of Eurofound² as well as in order to protect the vital interests of the data subjects or other natural persons who are present on Eurofound's premises, including first and foremost the Agency staff³.

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

Access to your personal data is provided to authorised Eurofound staff only, namely to the reception desk team and the Fire Evacuation Officer, on a strict "need-to-know" basis (e.g. to establish who is in the building in case of a fire or an evacuation test). Your personal data is not disclosed to any third parties. Please note that your personal data is inserted into a document which is structured in the form of a book, they might therefore be visible to persons who sign in and/or out the book after you.

No other third parties will have access to your personal data, except if required by law.

6. How long do we keep your personal data?

The personal data identified above is kept for a maximum period of 12 months.

7. How do we protect and safeguard your data?

Visitors' personal data is entered and stored in the visitor entrance book in paper form only. No means of electronic storage are foreseen. The book is kept in a secure area at Eurofound's reception, not accessible to Eurofound staff other than the reception desk team and facilities management staff authorised to have access not only for the purpose of ensuring the physical security of the building but also for other purposes e.g. to verify

² Article 5(1) (a) and recital (22) of Regulation (EU) 2018/1725.

³ Article 5(1) (e) of Regulation (EU) 2018/1725.

presence on-site presence of contractors on (a) specific day(s) for before making a payment.

8. Do we transfer any of your personal data to third countries or international organisations (outside the EU/EEA)?

No.

9. Does this processing involve automated decision-making, including profiling?

No decision is taken by Eurofound in the context of this processing activity solely on the basis of an automated processing of your personal data (i.e. processing without human intervention).

10. What are your rights as a data subject and how can you exercise them?

Within the limits set by the EDPR, you have the right to access, rectify, erase and/or port your personal data, as well as to restrict or object to the processing of your personal data.

In order to exercise your rights, please contact the Head of the Resources Unit (Markus.Grimmeisn@eurofound.europa.eu) whereby you shall specify your claim (i.e. the right(s) you wish to exercise). The exercise of your rights is free of charge. If your request is manifestly unfounded or excessive, Eurofound may refuse to act on it.

11. Right of recourse

Should you feel that the processing infringes the data protection rules, you are entitled to raise a [complaint with the European Data Protection Supervisor](#).

12. Who shall I contact in case of doubts?

Should you have any question or doubt on this processing operation, you should contact the Head of the Resources Unit (Markus.Grimmeisn@eurofound.europa.eu).

You may always submit queries, remarks or complaints relating to the processing of your personal data to Eurofound's Data Protection Officer (dataprotectionofficer@eurofound.europa.eu).