



Privacy Statement on Agency access for visitors¹

Organizational part of the Agency entrusted with the processing of personal data

Head of the Resource and Service Centre

Purpose of processing

The Agency collects and processes personal data of visitors with the purpose of

- Controlling access to its premises;
- Ensuring the protection of all visitors present at the Agency's premises in case of an emergency with a need to evacuate.

Type of data processed

Daily visitors at EU-OSHA must register in the corresponding paper book for registry at the Security Services desk of the Agency.

In that context, the Agency may collect and process the following categories of data:

Via CCTV: as transmitted by surveillance systems:

- Static or moving imagery of natural persons.

Paper visitor book for registry: at the Security Services desk of the Agency:

- Date of the visit;
- Visitor data: name, last name, ID number (Security officers may ask to show a proof of identity), company (if applicable), purpose of the visit;
- Visit time in and out: giving the interval of time in which the visitor is present at the Agency's premises.

Legal basis

Council Regulation (EU) 2019/126 of the European Parliament and of the Council of 16 January 2019 establishing the European Agency for Safety and Health at Work (EU-OSHA), and repealing Council Regulation (EC) No 2062/94

Commission Decision (EC) 94/2129 of 8 September 1994 on the tasks of the Security Office (Article 4)

¹ Information provided on the basis of Articles 15 – 16 of [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 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. Information in relation to specific processing operations (participation in events and meetings; processing of reimbursement requests; invitation to take part in surveys etc.) is covered in separate privacy statements



Commission Decision (EC, ECSC 844/2001 of 29 November 2011 amending the internal Rules of Procedure (Article 7.3. "Building housing EU classified information or secure communication and information shall be protected against unauthorized access").

Lawfulness of processing

The processing is based on [Article 5.1 \(a\) and \(d\) of Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 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 (hereinafter the Regulation).

Recipients of the data processed

Imagery from CCTV:

Imagery will be accessed only by the authorised recipients who have been granted the right to do so, as established in the policy applicable to CCTV and surveillance systems, as follows:

- The Head of the Resource and Service Centre;
- The responsible Head of Unit's by delegation in his/her absence;
- The responsible staff member of the Resource and Service Centre by delegation;
- The Data Protection Officer;
- The ICT Manager or his/her delegate in his/her absence;
- The police, in case a formal written request is presented in accordance with the requirements of the applicable national law and only relating to a specific case.

In addition, the data will be processed only if imagery processing is authorised in accordance with the policy mentioned.

Data collected in the paper visitor book for registry:

- The Head of Resource and Service Centre;
- The responsible Head of Unit's by delegation in his/her absence;
- The responsible staff member of the Resource and Service Centre by delegation;
- The responsible staff member in charge of the visitor;
- The Security Services outsourced staff.

The data subject's rights

Data subjects have the right to request from the controller access to and rectification or erasure of personal data or restriction of processing concerning the data subject or, where applicable, the right to object to processing or the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal (Articles 17, 18, 19, 20, 22, 23 and 24 of the Regulation).

Any requests to exercise one of those rights should be directed per email to information@osha.europa.eu, mentioning the organisational part of the Agency entrusted with the



processing operation as indicated in this privacy statement and the name of the processing operation, including in the subject the words “data protection”.

Data subjects’ rights can be restricted in the cases foreseen in Article 25.

Information on the conservation period of personal data

Imagery are kept for a maximum period of 7 calendar days.

Personal data is kept in the paper visitor book for 1 natural year and is archived for the following 5 years.

Security measures

The Agency takes appropriate physical, technical and organisational measures to safeguard and protect against unauthorised access to or unauthorised alteration, disclosure or destruction of personal data.

As per imagery, they are retained in a physically and technically secure environment to prevent any improper and/or unauthorised use of it and is only accessible by authorised personnel who have a legitimate reason to do so in the conditions established in the related policy, during the retention period. These security measures are laid down in a policy established to avoid any improper and unauthorised use of the security equipment.

Regarding paper visitor books for registry, in the first year being active, they are kept locked in a secure cupboard only accessible by authorised persons. After that period, they are placed for the rest of the retention period under custody in the Agency’s archive, a restricted area only accessible by authorised staff members.

Request for information

For any further information regarding the handling of their personal data, data subjects can address their request to the Agency’s Data Protection Officer at: dpo@osha.europa.eu.

Recourse

Data subjects are entitled to have recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>) should they consider that the processing operations do not comply the Regulation.

Date when processing starts

Date of the visit.