

## Cedefop record of processing activity

Record of Cedefop activities processing personal data, based on Article 31 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, and repealing Regulation (EC) No. 45/2001 and Decision 1247/2002/EC.

Nr.	Item	Description
<b>Access control to premises</b>		
1.	Last update of this record	25/04/2019
2.	Reference number	CDFNOT045 – Access control to premises
3.	Name and contact details of controller	<p>Cedefop – European Centre for the Development of Vocational Training  <b>Postal address:</b> Cedefop Service Post, Europe 123, 570 01 Thessaloniki, GREECE  <b>Telephone:</b> (+30) 2310-490111  <b>Email:</b> <a href="mailto:info@cedefop.europa.eu">info@cedefop.europa.eu</a></p> <p>Responsible department or role:                      Head of DRS</p> <p>Functional email address for enquiries on processing of personal data:  <a href="mailto:facilities@cedefop.europa.eu">facilities@cedefop.europa.eu</a></p>
4.	Name and contact details of DPO	<a href="mailto:data-protection-officer@cedefop.europa.eu">data-protection-officer@cedefop.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	n/a
6.	Name and contact details of processor (where applicable)	Security Officer and Deputy Security Officer External security company (currently <u>G4SAKTOR</u> )

		Human Resources staff
7.	Very short description and purpose of the processing	<p>The purpose of the processing is:</p> <ol style="list-style-type: none"> <li>1. Security and safety purposes (control the access of officials, temporary agents, contract agents, contractors, trainees, visitors to the CEDEFOP premises at any time);</li> <li>2. Time recording and Flexi-time administration – to determine if a staff member is entitled to compensation leave (this is detailed in a separate notification)</li> </ol> <p>Entrance to/ exit from Cedefop premises is granted only through monitored access points and is subject to authorisation. All staff are asked to clock-in /clock-out when entering/leaving the building, by using the personal access cards (a pocket-sized card with embedded integrated circuits that can process and store data, and communicate with a terminal via radio waves) in specific readers near the points of entry and exit of the building.</p> <p>Security guards also make a record of all staff, visitors and contractors who pass from the front gate in a paper form noting: name, entered /exited time and car plate where applicable. This information is kept in log sheets.</p> <p>Data are stored in:</p> <ol style="list-style-type: none"> <li>a) Security system (Server Room) and it is transferred in FIBUS for staff who possess an access card.</li> <li>b) Guards' visitor log book contains information on the visitors, these are stored in book shelves inside the guard's booth.</li> <li>c) Fibus data base , (server room) manual log of physical presence</li> </ol>
8.	Description of categories of persons whose data Cedefop processes and list of data categories	<p>Data subjects: officials, temporary agents, contract agents, contractors, trainees, visitors to the CEDEFOP premises</p> <p>Processed data contain data subject's first name, last name, car plate number (where applicable). For Cedefop staff, available information is: access card number, time of event, identification of access location.</p> <p>The cards do not contain any personal data. They contain a unique number which is linked to the card holder.</p>

9.	Time limit for keeping the data	For security purposes, data are kept for 3 years. The Guards' visitor log books are kept for 13 months.
10.	Recipients of the data	Data might be disclosed to data subjects, HR staff and Finance service (in case there is an overtime payment procedure).
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
12.	General description of security measures where possible.	
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<i>Online Privacy Statement</i>