



DATA PROTECTION NOTICE ACCREDITATION OF VISITORS

[Regulation \(EU\) No 2018/1725](#) applies to the processing of personal data collected for the purpose of controlling access to the premises of the European Economic and Social Committee (EESC) and European Committee of the Regions (CoR).

1. Who is responsible for the processing of personal data?

The data controller is either the EESC or the CoR, depending on the institution organising the event. The service in charge of data processing (delegated controller) is the Security Service, Directorate L, Joint Services (secu@eesc.europa.eu).

2. What is the purpose of the processing?

Your personal data is processed for the following purposes:

- controlling access to CoR and EESC premises
- investigating security incidents, evaluating threats, and analysing risks for the Committees

The Committees use e-visitors, a software designed to automatize the invitation of visitors to the Committees and the registration of them when arriving. The new visitor's management system aims to manage all processes related to the organisation of a visit to the Committee's premises. This will structure the process, give a smooth check in process, provide more security, correct information on the number of visitors inside the building, and increase the safety of visitors.

3. What is the legal basis for processing?

The processing is necessary for the performance of the Committees' tasks carried out in the public interest and in the exercise of their official authority as advisory bodies of the European Union (Article 5(1)(a) of [Regulation \(EU\) No 2018/1725](#)).

4. What personal data are processed?

If you are a visitor (not in possession of an EU official badge), the following personal data will be processed: surname, first name, date of birth, nationality and identity card/passport number. The official identity document presented may be scanned so as to confirm your identity.

In the case of VIP guests, the following personal data will be processed: surname, first name, role (such as minister, ambassador), and vehicle registration number.

If you are in possession of an EU official badge, the following personal data will be processed: surname and first name.

5. Who are the recipients or categories of recipients of your personal data?

Your personal data will be processed by the Security Service and the service (s) organising the event. All transfers and disclosures outside the Committees are documented and subject to a rigorous assessment of the need for such a transfer.

6. Are your personal data transferred to a third country (non-EU Member State) or international organisation?

Your data will not be transferred to a third country or international organisation.

7. How can you exercise your rights?

You have the right to request access to your personal data. You also have the right to request rectification or erasure or restriction of the processing of your personal data. Where applicable, you have the right to object to the processing of your data.

You can direct your queries to secu@eesc.europa.eu. The query will be dealt with within one month.

You have the right to lodge a complaint to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the EESC/CoR.

8. How long are your personal data kept for?

Your data are kept for one year after the validity of the accreditation period. In the event of security incidents and investigations, this period will be extended.

9. Are personal data collected used for automated decision-making, including profiling?

Your personal data will not be used to make automated decisions about you. "Automated decisions" are defined as decisions made without human intervention.

10. Will your personal data be further processed for a purpose other than that for which the data were obtained?

Your personal data will not be further processed for a different purpose.

11. Who can you contact if you have queries or complaints?

If you have any further questions about the processing of your personal data, please contact the Security Service (secu@eesc.europa.eu). You may also contact the EESC Data Protection Officer (data.protection@eesc.europa.eu) or the CoR Data Protection Officer (data.protection@cor.europa.eu) and/or the [European Data Protection Supervisor](https://edps.europa.eu) (edps@edps.europa.eu) at any time.
