



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

23 April 2024
EMA/225532/2023

European Medicines Agency's Data Protection Notice

For the operation of the Security Access Control System

This Privacy Statement explains the most essential details of the processing of personal data by the European Medicines Agency (hereinafter "EMA" or "Agency") in the context of operating the Security Access Control System (AACC).

1. Who is responsible for your data?

1.1. Who is the data controller?

The European Medicines Agency ("EMA") is ultimately responsible to comply with your data protection rights and freedoms. On behalf of EMA, the Head of Administration and Corporate Management Division of EMA is appointed as a 'Data Controller' to ensure the lawful conduct of this processing operation.

The contact details of the Data Controller is the following:
dataprotection.administration@ema.europa.eu .

1.2. Who is the data processor?

The Agency may engage one or more contracted private security companies to support the Agency in operating the AACC system, in particular to carry out the following activities: processing visitors, contractors, delegates, provide temporary cards to staff in case of forgotten permanent badges.

The name and contact details of the data processor(s) are the following:

SECURITAS BEVEILIGING B.V.

De Corridor 3^a, 3621 ZA Breukelen
Email: dataprotectionofficer@securitas.nl

SPIRIT HOSTESS SERVICES PROMO ADVIEZEN B.V.

General Aviation Terminal, Thermiekstraat 30, 1117 BC Schiphol-Oost
Email: info@spirithospitality.nl

2. Purpose of this data processing

The purpose of this data processing activity is to operate the Agency's Security Access Control System (AACC) in order to protect EMA's premises against unauthorised access and theft, as well as against

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both external and internal threats. The AACC system consists of a central server, doors controllers, a software application and card readers installed at the entrances of the building, to the entrances on each floor and to the entrances to different rooms. These entrances open only if an access card which has authorisation to access the premises is swiped at the card reader.

The data held in the Security Access Control System (AACC) is required to control the access to different areas within EMA premises and to ensure the security of its personnel, delegates, contractors, visitors, operations and assets. The system is also used

- for the investigation of security related incidents
- to generate a list of persons present in the building in the event of a building evacuation
- to generate a report of EMA staff attendance in the building for the purpose of monitoring the effective implementation and compliance with EMA decision on working time and hybrid working.
- to generate a report of EMA staff attendance in the building for the purpose of the payment of a contribution to staff commuting costs
- to generate a report of contractors attendance in the building for the purpose of verifying the physical presence in the building of contractors where the applicable contract specifies that *intra-muros* ('on-site') rates apply and, therefore, said verification is necessary to process the payment of services to the contractor,
- to verify physical presence of Emergency Response Team (ERT) members and First Aiders for the purpose of assessing and coordinating ERT and first aid response in the EMA building, and
- in case of need, the system data might also be used in the framework of an administrative enquiry or disciplinary procedure following a regulated and documented process.

2.1. Personal Data concerned

In the AACC system, EMA processes the data of EMA staff members (including national experts, interim and trainee staff), as well as contractors, delegates & visitors entering the EMA premises. For EMA staff and contractors, the permanent badge holder's name, staff identification number, photo, badge number/ID, badge type, entry/expiry date and access level (as EMA staff member, contractors are assigned a different access level) are processed. For visitors the same data is collected excluding the picture and staff identification number. The AACC system also processes movement data of permanent and temporary badges: date, time, and location where card is swiped. The system also records anomalies in badge use for example use of an expired card, or failure of a card to function or access denied due to lack of privileges to enter a specific area.

2.2. Legal basis of the processing

The processing of data within the Agency's AACC system is necessary for the performance of the Agency's tasks carried out in the public interest (mandated by Regulation (EC) No 726/2004). Article 1e(2) Staff Regulations of Officials and the Conditions of Employments of Other Servants with regard to health and safety standards, 0076 Security Policy and EMA's Decision EMA/MB/426360/2023 on working time and hybrid working. These processing activities are connected to activities required for the management and functioning of the Agency e.g. security and physical protection measures, mandatory registration of on-site presences, measures to protect information processing facilities, health and safety standards.

2.3. Transfer of personal data outside of EU

N/A

3. How long do we keep your data?

The personal data recorded in the AACC referring to EMA staff, contractors and delegates is kept for the period of their contractual or professional engagement with the Agency.

The personal data recorded in the AACC referring to Emergency Response Team members (ERT) and First Aiders is kept for a period of one week.

The personal data recorded referring to visitors is kept for 6 months.

The data referring to name and movement of persons in the building held in the access control system, is kept for 6 months for investigative purposes (including period after termination of employment/nomination or visit).

The report from the system for the purpose of calculation of a payment to individual EMA staff commuting costs and for the purpose of verifying presence in the building of contractors are retained for 5 years following discharge of the relevant budget year.

4. Who has access to your information and to whom is it disclosed?

AACC data is accessed and processed by EMA staff members on a need-to-know basis and contractors within Security Service responsible for enrolling and processing staff, delegates, contractors, visitor access cards.

AACC data is accessed and processed by key EMA staff members from the Facilities Support Service (A-ST-FSS), Health and Safety team and the Reception team on a need-to-know basis.

Data is also accessed and processed by EMA security and reception contractors for processing visitors, contractors, delegates and provide temporary cards to staff in case of forgotten permanent badges or answer other queries.

A report from the AACC system is provided to Staff Matters Service upon request on a quarterly basis for the purpose of calculating a contribution towards staff commuting costs from their residence in the Netherlands to the EMA office location in Amsterdam. The information obtained from the AACC system includes the name, staff identification and the list of dates when the staff member accessed the building during the period concerned (including dates on weekends or EMA holidays).

A report from the AACC system is provided to the Head of A-ST Department, upon request from the Head of A-Division, where the transfer to the Head of A-ST Department is necessary for evaluating the physical presence in the Agency building in the context of carrying out ex-post controls to monitor compliance with weekly presence and for general statistical purposes in accordance with [EMA working time and hybrid working rules](#). The Head of A-ST Department may also grant access to managers, on a need-to-know basis, for the correct implementation of Article 5.4 of said Decision.

A report from the AACC is provided to the *Office of the Central Information Technology Office (I-CIO)*, for the purpose of verifying the physical presence in the building of contractors where the applicable contract specifies that *intra-muros* ('on-site') rates apply and, therefore, said verification is necessary

to process the payment of services to the contractor. The information includes the name and the list of dates and time when the contractors accessed the building.

EMA managers may also be given access to the access control data when requested in the framework of administrative enquiries or disciplinary procedures following a formally established process where the data subject must be informed.

Data from the system may be provided to national law enforcement authorities or DG Security, European Commission upon written request and duly authorized by the data controller in case of crime prevention or investigations regarding threats to EMA security.

5. Your data protection rights

As data subject (i.e. the individual whose personal data is processed), you have a number of rights:

- **Right to be informed** – This Privacy Statement provides information on how EMA collects and uses your personal data.
- **Right to access** – You have the right to access your personal data. You have the right to request and obtain a copy of the personal data processed by EMA.
- **Right to rectification** – You have the right to obtain - without undue delay - the rectification or completion of your personal if it is incorrect or incomplete.
- **Right to erasure** – You have the right to require EMA to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing. In certain cases, your data may be kept to the extent it is necessary, for example, to comply with a legal obligation of the Agency or if it is necessary for reasons of public interest in the area of public health.
- **Right to restrict processing** – In a few, codified cases, you have the right to obtain the restriction of the processing, meaning that your data will only be stored, but not actively processed for a limited period of time. For more information about this right and its limitations, see the EMA General Privacy Statement, hosted at www.ema.europa.eu/en/about-us/legal/privacy-statement.
- **Right to object** – You have the right to object at any time to this processing on grounds related to your particular situation.

The rights of the data subject can be exercised in accordance with the provisions of Regulation (EU) 2018/1725. For anything that is not specifically provided for in this privacy notice, please refer to the contents of the general EMA Privacy Statement: www.ema.europa.eu/en/about-us/legal/privacy-statement

6. Recourse

In case you have any questions regarding the processing of your personal data, or you think that the processing is unlawful or it is not in compliance with this Privacy Statement or the general EMA Privacy Statement, please contact the **Data Controller** at dataprotection.administration@ema.europa.eu or the **EMA Data Protection Officer** at dataprotection@ema.europa.eu.

You also have the right to lodge a complaint with the **European Data Protection Supervisor (EDPS)** at any time at the following address:

- Email: edps@edps.europa.eu
- Website: www.edps.europa.eu
- Further contact information: www.edps.europa.eu/about-edps/contact_en