Privacy Statement

Processing of personal data within the operation of the access control system

1. Objective

The objective of the operation of the physical access control system at the BEREC Office is to protect BEREC Office's premises, assets, staff, visitors, and the information stored and processed therein. Processing of personal data within the operation of the physical access control system by the BEREC Office as Controller, under the responsibility of the Head of Administration and Finance Unit, acting as the Controller in Practice, is executed in line with the Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European institutions and bodies and on the free movement of such data.

2. What personal information do we collect and through which technical means

Identification data
In the course of operation of the physical access control system, the personal data processed are data necessary for the identification of a person to whom an access control badge serving as access keys is assigned, such as name, surname, position, profession, company. The processing operations on personal data linked to the operation of the physical access control system are necessary for the management and functioning of the BEREC Office, as mandated by the BEREC Regulation.

Technical information
The AX200 software is where all the programming data and cardholder information (name, surname, position, profession, company) is entered. When presenting a card to a reader installed at the access controlled doors, the transaction will be recorded, providing a date and time stamp.

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

The access to all personal data recorded in the access control system for the purpose of managing the access control system is granted through UserId/Password to Logistics and Security Assistant, without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in accordance with European legislation. No personal data is transmitted to parties which are outside the recipients and the legal framework mentioned.
4. How do we protect and safeguard your information?

The access control system is not accessible from outside the BEREC Office. Inside the BEREC Office the system can be accessed using UserId/Password. The access control system is a standalone and all records will thus be stored on a system not connected to BEREC Office’s local area network (LAN). The servers storing the records are located within secure premises and protected by physical security measures.

5. How can you verify, modify or delete your information?

In case you want to verify which personal data is stored on your behalf by the Controller, have it modified, corrected or deleted, please contact the Controller in Practice using the contact Information below and by explicitly specifying your request.

6. How long do we keep your data?

The system takes a backup of the database at 23:59:00 every night. The backup process saves both, the main database and log & event files. The application is set to automatically delete the backup files after 14 calendar days. The retention period of 14 calendar days is necessary for achieving the purpose for which the personal data were collected.

7. Contact information

In case you want to verify which personal data is stored on your behalf by the Controller, have it modified, corrected, or deleted, or if you have questions regarding the consultation, or concerning any information processed in the context of the programming badges, or on your rights, feel free to contact the support team, operating under the responsibility of the Controller in Practice, using the following contact information:

Head of Administration and Finance Unit
BEREC Office
Zigfrida Annas Meierovica Bulvaris 14 – 2nd floor,
LV-1050 Riga, Latvia

or

Functional Mailbox Address: af@berec.europa.eu

8. Recourse

Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor (edps@edps.europa.eu). Before doing so, it is recommended that individuals first try to obtain recourse by contacting the Data Protection Officer of the BEREC Office at dpo@berec.europa.eu.

9. Information to data subjects
The permanent publication of this privacy statement on the BEREC Office’s website shall be deemed as information to the data subjects about their rights. In addition, printed hard-copies of the privacy statement shall be made available at the reception of the BEREC Office.