Privacy Statement

Processing of personal data within the visitor registration in the visitor register

1. Objective

The objective of the visitor registration in the visitor register 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 visitor registration in the visitor register by the BEREC Office as the 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 visitor registration in the visitor register, the personal data processed are data necessary for the identification of a person visiting the BEREC Office, such as name, surname, country, passport/ID number, organization. The processing operations on personal data linked to the visitor registration in the visitor register are necessary for the management and functioning of the BEREC Office, as mandated by the BEREC Regulation.

Technical information
The visitor register is a pen and paper visitor management system.

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

The access to all personal data recorded in the visitor register for the purpose of logging visitors in the visitor register is only granted to the security guards working on the BEREC Office’s premises. Logistics and Security Assistant is responsible for the collection of the visitor register at the end of each month and the storage, 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?

Visitor registers are stored in a locked cupboard in the Logistics and Security Assistant's office.

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?

Your personal data will remain in the visitor register for maximum 6 months which is necessary for achieving the purpose for which the personal data were collected. After this retention period has expired, the document shall be disposed of by the Logistics and Security Assistant.

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 visitor registration, or on your rights, you shall 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.