

Record of processing activity No 23 – CCTV and Access Control at ECCC Premises

Title	CCTV and Access Control at ECCC Premises
Name and contact details of controller	ECCC, Corporate Services Unit, (security [at] eccc.europa.eu)
Name and contact details of DPO	data-protection [at] eccc.europa.eu
Name and contact details of Joint Controller	N/A
Name and contact details of processor	S.C. RPG SECURITY CENTER SRL under a contract with the ECCC, offering security guard services to the ECCC
Purpose of the processing	The purpose of the processing is to: <ul style="list-style-type: none"> - prevent (through deterrence), detect and document any security incident that may occur inside ECCC premises, through CCTV which operates and records, within the cameras' viewing angles, 24 hours a day, seven days a week. - Protection of ECCC premises against unauthorized access by controlling and registering access to and out of ECCC premises for ECCC staff members and visitors.
Description of data subjects	ECCC staff members, including interims, SNEs and trainees, visitors and designated staff from ECCC contractors.
Description of data categories	The following types and categories of personal data are being processed: <ul style="list-style-type: none"> • For CCTV <ul style="list-style-type: none"> ○ Video recording of individuals in areas where CCTV cameras are installed, including a timestamp and location of footage • For Access Control <ul style="list-style-type: none"> ○ Identification data of individuals who have been issued a personalized badge: badge holder's first and last name, photo. ○ Badge issue and expiry dates, badge serial number, date, time and location where badge is swiped. ○ Identification data of individuals who access ECCC premises as a visitor: first and last name, ID card/passport number, organisation to which the visitor belongs, date of visit, the visitors' destination / name of the ECCC staff member hosting the visit, time of arrival and departure.
Time limits (for the erasure of data)	For CCTV: <ul style="list-style-type: none"> • The retention period is 21 calendar days and then the footage is automatically deleted. For Access Control: <ul style="list-style-type: none"> • For badge holders, badge swipe data is retained for 3 months. Personal information related to the badge holder is retained

	<p>for 12 months after the individual's affiliation with the ECCC ends.</p> <ul style="list-style-type: none"> • For visitors, data is retained for 6 months after their visit. <p>Data may be retained for a longer period where necessary for the establishment, exercise or defence of legal claims, or in connection with ongoing security investigations.</p>
Data recipients	<p>Access to your personal data is provided to the data controller and to ECCC staff responsible for physical security and access cards issuing, including the Local Security Officer, the Security Information Officer, the Security Officer, HR staff and ECCC ED Assistants according to the “need to know” principle.</p> <p>Access to your personal data is also provided to the security guards at the entrance of ECCC premises.</p> <p>The data may also be available to:</p> <ul style="list-style-type: none"> ✓ EU bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, European Anti-fraud Office - OLAF, European Public Prosecutor’s Office - EPPO) ✓ to those carrying out a formal internal investigation or disciplinary procedure within the ECCC and ✓ to the police authorities for the investigation or prosecution of criminal offences.
Transfers to third countries	No transfer outside EU/EEA takes place.
Security measures – General description	General security policy and technical/organisational measures applicable to ECCC’s IT systems. These technical measures are complemented by the following policy procedures: (i) prohibiting sharing or lending of access cards, (ii) requiring immediate reporting of stolen or lost access cards and (iii) recommending that employees hide their access card when outside the ECCC premises.
Privacy statement	Available to ECCC intranet and to visitors prior to their registration for accessing ECCC premises.