

RECORD OF PROCESSING ACTIVITY

INDIVIDUAL VISITORS

1. Controller(s) of data processing activities

Controller: European Central Bank (ECB)

Organisational unit responsible for the processing activity: *Directorate-General
Corporate Services / Directorate Administration / Security & Safety Division / Security
Operations Section*

Data Protection Officer (DPO): DPO@ecb.europa.eu

2. Who is actually conducting the processing activity?

- ☒ The data is processed by the ECB itself

The organisational unit conducting the processing activity is:
*Directorate General Corporate Services/Directorate Administration /
Security and Safety Division / Security Operations Section*

- ☒ The data is processed together with a third party.

In addition to internal staff, an external company providing physical security guarding services has access to visitor' personal data on the day of the visit and checks the visitor identification document against the information from the visitor notification. The maintenance and administration of the Visitor Notification Tool is performed by an external company in a defined and controlled environment.

3. Purpose of the processing

Personal data is processed for organisational purposes related to the on-site activities only, in order to allow access to the ECB premises, for ensuring visitors' security while on the premises, and to keep track of who is visiting the ECB's premises. Personal data is also processed for managing physical security, in particular controlling access to the ECB's premises and reconstructing events during security-related incidents as well as to support investigations.

4. Description of the categories of data subjects

Whose personal data are being processed?

- ☒ ECB staff
- ☒ Externals (agency staff, consultants, trainees or secondees)
- ☒ NCB or NCA counterparts (in the ESCB or SSM context)
- ☒ Visitors to the ECB, including conference participants and speakers
- ☒ Contractors providing goods or services
- ☐ Complainants, correspondents and enquirers
- ☐ Relatives of the data subject
- ☒ Other (please specify): Any announced visitor to the ECB

5. Description of the categories of personal data processed

(a) General personal data:

The personal data contains:

☒ **Personal details**

For the online registration, the ECB processes the following personal data:

- first and last name and staff ID of the ECB Staff member hosting the visitor;
- first and last name of the visitor;
- start/end date and time of the visit;
- organisation (if applicable);
- e-mail address;
- vehicle data if applicable: licence plate and vehicle model
- type of visit

On the day of the visit, the Security and Safety Division processes the following data:

- pre-registered information will be checked against the visitor's identification document;
- the authenticity of the identification document is verified in a scanner;

the scanner collects information from the identification document (first and last name, date of birth, picture, number and type of identification document – passport or national ID Card) and transfers the data to the ECB access control system. No other information is copied neither transferred from the identification document.

- ☐ **Education & Training details**
- ☐ **Employment details**
- ☐ **Financial details**
- ☐ **Family, lifestyle and social circumstances**
- ☐ **Goods or services provided**
- ☐ **Other (please give details):**

(b) Special categories of personal data

The personal data reveals:

- ☐ Racial or ethnic origin
- ☐ Political opinions
- ☐ Religious or philosophical beliefs
- ☐ Trade union membership
- ☐ Genetic data, biometric data for the purpose of uniquely identifying a natural person or data concerning health
- ☐ Data regarding a natural person's sex life or sexual orientation

6. The categories of recipients to whom the personal data have been or will be disclosed, including the recipients of the data in Member States, third countries or international organisations

- ☐ Data subjects themselves
- ☐ Managers of data subjects
- ☒ Designated ECB staff members
- ☐ Designated NCB or NCA staff members in the ESCB or SSM context
- ☒ Other (please specify):

For on-site activities, in addition from internal security staff, external security guarding staff collect and handle personal data of the visitors for security purposes, prior to the entry to the ECB premises. The maintenance and administration of the Visitor Notification Tool is performed by an external company in a defined and controlled environment. External security staff should be interpreted as the services contracted by the ECB.

In the event of an investigation or a security incident, personal data may also be communicated to the other Directorates within the ECB, or to the competent authorities.

7. Transfers to/Access from third countries or an international organisation

Data are processed by third country entities:

☐ Yes

Specify to which countries:

Specify under which safeguards:

☐ Adequacy Decision of the European Commission

☐ Standard Contractual Clauses

☐ Binding Corporate Rules

☐ Administrative arrangement containing enforceable and effective data subject rights

If the third country's legislation and/or practices impinge on the effectiveness of appropriate safeguards, the personal data can only be transferred to, accessed from or processed in such third country when sufficient 'supplementary measures' are taken to ensure an essentially equivalent level of protection to that guaranteed within the EEA. These supplementary measures are implemented on a case-by case basis and may be technical (such as encryption), organisational and/or contractual.

☒ No

8. Retention time

Refer to [ECB's Filing and Retention Plan](#)

Personal data collected for the purposes of keeping track of who is visiting the ECB's premises are stored for up to one year in SET's systems, after which personal data is deleted. The retention period can be extended in case of security incidents or investigations.

Daily visitors' reports just display live data, do not store data.