



Schola Europaea

EEB2

Privacy statement for Management of visitor identification

1. Description and purpose of the processing operation

All visitors (subcontractors, inspectors and candidates to vacancies) receive a non-photo paper badge from the guards employed by Fact-group, a security company under contract with EEB2, which is returned to the guards at the end of the visit. An electronic visitor list is created in SharePoint by the administration for the purpose of admitting visitors. Fact-group guards have access to the visitor list through SharePoint.

The guards who are present at all entry points of the premises check the visitor list and verify the identity of each visitor.

2. Legal basis for the processing

The legal basis for this processing operation is Article 6 paragraph 1(e)(necessary for performance of task carried out in the public interest or in controller's official authority). [

3. Categories of personal data collected

In order to carry out this processing operation, EEB2 collects the following categories of personal data: name, surname, time of entrance. [

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

EEB2 staff and the guards employed by Fact-group who are responsible for carrying out this processing operation have access to your personal data.

5. How do we protect and safeguard your personal data?

In order to protect your personal data, a number of technical and organisational measures have been put in place. Technical measures include appropriate actions to address online security, physical security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the data being processed. Organisational measures include restricting access to the data to authorised persons with a legitimate need to know for the purposes of this processing operation.

6. How long do we keep your personal data?

EEB2 retains the visitor list until the end of each year.

7. What are your rights and how can you exercise them?

You have the right to request access to your personal data, rectification or erasure of the data, or restriction of the processing of your data. You have the right to object to the processing of your data as well as the right to data portability. If the legal basis for processing is your consent, you have the right

to withdraw your consent at any time. (The withdrawal of consent will not affect the lawfulness of the processing before the consent was withdrawn.) Any request to exercise one of these rights should be directed to the Controller (WOL-DP-CONTROLLER@eursc.eu).

You may contact the data protection officer (WOL-DPO-CORRESPONDENT@eursc.eu) with regard to all issues related to processing of your personal data and the exercise of your rights under Regulation (EU) 2016/679 or relevant Belgian national law.

8. Right of recourse

You have the right to have recourse to the Belgian Data Protection Authority (<https://www.autoriteprotectiondonnees.be/introduire-une-requ%C3%AAteune-plainte>) if you consider that your rights under Regulation (EU) 2016/679 or relevant Belgian national law have been infringed as a result of the processing of your personal data by EEB2.