



PRIVACY STATEMENT ON PROCESSING OF PERSONAL DATA IN:

Access control System

1. Context

The European Union Satellite Centre (SatCen) processes the personal data of a natural person in compliance with Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

This privacy statement explains SatCen's policies and practices regarding its collection and use of your personal data in its access control system, and sets forth your data protection rights.

2. Identity of the controller and Data Protection Officer:

- **Controller:** Head of Security, European Union Satellite Centre (SatCen), Base Aérea de Torrejón de Ardoz, Avenida de Cádiz, Ed. 457, 28850 Torrejón de Ardoz (Madrid) Spain, security-office@satcen.europa.eu
- **Data Protection Officer:** SatCen Data Protection Officer, Base Aérea de Torrejón de Ardoz, Avenida de Cádiz, Ed. 457, 28850 Torrejón de Ardoz (Madrid) Spain, dpo@satcen.europa.eu

3. Why does the SatCen process personal data?

To establish an access control system according to SatCen Security Manual, Edition 1.6 of 5 November 2018

4. For what purposes does the SatCen process personal data?

To grant access rights to personnel working at the SatCen.

5. What personal data does the SatCen process?

Names, pictures, clearances, and access rights.



6. What are the legal bases for the processing?

- The lawfulness of the processing is in accordance with Article 5.1(b) Regulation 2018/1725 - processing is necessary for compliance with a legal obligation to which the controller is subject.
- Following article 15 of the Council Decision 2014/401/CFSP of 26 June 2014 on the European Union Satellite Centre, SATCEN shall apply Council Decision 2013/488/EU on the security rules for protecting EU classified information. The latter sets forth, in Article 8 and Annex II, physical security requirements and measures, including access control measures to the SatCen building.
- Plan de Acondicionamiento approved by the CNL on 26 April 2018 adopted by the SatCen.
- SatCen Security Manual, Edition 1.4, of 8 April 2016.

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

- General Services team, Heads of Divisions, Director, recipients of Memos.
- Possibly the Appeals Board (Article 28 of the EU SatCen Staff Regulations).
- Possibly the Ombudsman.
- Possibly National Jurisdictions.

8. For how long does the SatCen keep your data and how is it stored?

- Data related to security clearances and access rights are stored until the staff member terminates his employment at the SatCen.
- Data related to names, pictures, access rights and access history are stored for a maximum of five years after termination of employment, unless there are pending legal procedures that such personal data is kept until the completion of appeal procedures

9. What are your rights concerning your personal data?

Data subjects have the right of access, rectification, erasure and reception of their personal data or restriction of processing at any time, provided that there are grounds for the exercise of this right, as per Articles 17 to 24 of Regulation (EU) 2018/1725.



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In case you wish to verify which personal data is stored on your behalf by the SatCen, have it modified, corrected, or deleted, or restrict the processing, or object to it or to exercise the right to data portability, please send an explicit written request to contacts detailed above. Any correction of your personal data will be taken into consideration from the data protection point of view.

Identification data of individuals can be corrected at any time. Special attention is drawn to the fact that the right to rectification is restricted after the time limit for receipt of requests to participate or tenders has expired. Information that would change the nature of the tender submitted cannot be changed after the deadline for submission of tenders since this would compromise the award procedure.

Your request will be answered without undue delay, and in any event within 1 month of receipt of the request. However, according to Article 14(3) of Regulation (EU) 2018/1725, this period may be extended by up to 2 months where necessary, taking into account the complexity and number of requests. The SatCen will inform you of any such extension within 1 month of receipt of the request, together with the reasons for the delay.

10. Whom should you contact if you have questions/queries concerning the processing of your personal data?

Any query concerning the processing of personal data in the context of access control should be directed to the following email address: security-office@satcen.europa.eu

You may also contact the Data Protection Officer of the SatCen (dpo@satcen.europa.eu).

Recourse

You have the right to lodge a complaint to the European Data Protection Supervisor if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data at: edps@edps.europa.eu