

ACCESS CONTROL TO ENISA PREMISES

Record of processing activity

Title	Access Control to ENISA premises
Name and contact details of controller	ENISA, Resources Department, security.officer@enisa.europa.eu
Name and contact details of DPO	dataprotection@enisa.europa.eu
Name and contact details of Joint Controller	N/A
Name and contact details of processor	N/A
Purpose of the processing	To safeguard the assets of ENISA (Staff, equipment & information) -By controlling general access to the building and specific access to different parts of the building (e.g. server room); -By means of a badge with identification features & electronic access rights to enter for the Staff; -By means of a badge with identification features for Visitors.
Description of data subjects	-All ENISA Staff (Temporary Agents / Contract Agents / SNE's / Trainees / Interim Agents). -All Visitors of ENISA premises.
Description of data categories	-Identification data of Staff: picture / name / function / personnel number / valid date -Identification of Visitors: name / ID - signature / purpose of visit
Time limits (for the erasure of data)	After a Staff member leaves, the id-data are kept for a period of 6 months / for actual Staff members, events are kept for two years.
Data recipients	In case of an incident, a list of events could be given to the Security Directorate of the EU Commission and/or local law-enforcement Authorities.
Transfers to third countries	N/A
Security measures - General description	The AC-software is password protected / the office of the security officer is placed under access control. Only the security officer and his substitute have access to the PC. The use of AC is supported by a 'Policy on Access to ENISA premise'.
Privacy statement	Information provided to all ENISA staff.



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for Cybersecurity

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