



ACCESS CONTROL TO ENISA PREMISES

Record of processing activity	
Title	Access Control to ENISA premises
Name and contact details of controller	ENISA, Corporate Support Services Unit (FCL), security.officer@enisa.europa.eu
Name and contact details of DPO	dataprotection@enisa.europa.eu
Name and contact details of Joint Controller	N/A Note: For digital verification of covid-19 vaccination certificates or negative tests: ENISA uses the Hellenic Authorities' software application (Covid Free GR). The Hellenic Authorities are separate controller as regards the design and technical implementation of the app. See Greek Law 4816/2021 and Covid Free GR app (https://covidfree.gov.gr/).
Name and contact details of processor	G4S Security company, monitoring access at the entrance (guards), under specific contract with ENISA.
Purpose of the processing	1) 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. 2) To safeguard the health of ENISA's staff members and visitors In the context of the covid-19 pandemic. In particular, in line with the host State's legal framework (Greek Law 4816/2021, article 33), access to ENISA's premises is possible only after demonstration of one of the following proofs: a) a vaccination certificate; b) a recovery certificate (dated less than 6 months); c) a negative PCR test (carried out in the past 72 hours); d) a negative rapid test (anti-gen) carried out in the past 48 hours. As of 22/11/2021, at all points of entrance to premises, the ENISA guards digitally verify the authenticity and validity of the provided proof through QR code scanning with the use of the relevant software application of the Hellenic Authorities (Covid free GR application, https://covidfree.gov.gr/).
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	For general access control: -Identification data of Staff: picture / name / function / personnel number / valid date -Identification of Visitors: name / ID - signature / purpose of visit For digital verification of covid -19 vaccination certificate or negative test: name and date of birth; type and validity of proof provided. Note: digital verification is performed only via QR scanning through the use of the Hellenic Authorities' software application, operated by the ENISA's guards. All processing is performed automatically by the app and there is no further access to, storage, transfer or other processing of personal data by ENISA. For further



	information, please see Greek law 4816/2021 and Covid Free GR application (https://covidfree.gov.gr/).
Time limits (for the erasure of data)	<p>For general access control: 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. For visitors, personal data will be kept for 1 year.</p> <p>For digital verification of covid -19 vaccination certificate or negative test, there is no data storage by ENISA (after the digital verification all data are permanently deleted by the app).</p>
Data recipients	The Security Officers of the Agency and the security guards of G4S company in order to enable them to carry out their duties. 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	<p>For general access control: 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.</p> <p>The use of AC is supported by a 'Policy on Access to ENISA premise'.</p> <p>For digital verification of covid -19 vaccination certificate or negative test: security measures incorporated in the app (as provided by the Hellenic Authorities). Confidentiality obligation of ENISA's guards.</p>
Privacy statement	Information provided to all ENISA staff.

