



EUROPEAN
COURT
OF AUDITORS

October 2021

Data Protection - Privacy Statement

Processing visitors' personal data at the European Court of Auditors

This privacy statement concerns the processing by the European Court of Auditors (ECA) of the personal data it collects and processes from visitors to its premises.

The way the ECA processes and protects your personal data is described below.

Who is responsible for handling your data?

Data processing operations are the responsibility of the Physical Security Officer.

Why do we collect your data?

We collect data in order to grant access to ECA premises, to manage and keep track of all visitors, and to issue access cards. This will enable us to take action at your request (e.g. for study and information visits, or to use the canteen).

For visitors who are not bound by a contract or potential contract, filling in the visitor's form entails consent to the data practices described in this statement.

All visitors must fill in a visitor's form, failing which they will be denied access to ECA premises.

What are the rules governing the use of your data?

[Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 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 is the legal framework for processing personal data at the Court.

The legal basis for processing your personal data is the need to perform a task carried out in the public interest, i.e. managing the ECA's internal security. The Covid check is required by a Court decision in response to the pandemic.

What personal data do we collect?

The following categories of data will be collected: your full name, date and place of birth, nationality, gender, organisation name, ID-document information (number, date of issue, date of expiry and issuing authority), language(s) used, access card number, information on access to ECA premises (date of first entry, and date/time at which the access control point is activated).

In addition, and as long as the exceptional circumstances of the Covid-19 pandemic persist, we will manually check your printed Covid certificate or scan the related QR code using the official CovidCheck.lu mobile application provided by the Luxembourg authorities. Alternatively, visitors without a Covid certificate can show proof of recovery or of a negative Covid-19 test at the entrance. No data are saved or recorded. This measure was introduced in response to the pandemic in order to safeguard the ECA's buildings and the health of its staff.

How long do we keep your data?

Your personal data are kept for thirteen (13) months, except for information on the activation of access control points, which is retained for six months.

Who has access to your information, and who is it disclosed to?

Your personal data will be processed by the Security and Safety Service (SSS). No health data will be processed by anyone else.

Only the SSS team has access to your personal data.

If you lodge a complaint, your personal data may be transferred to other recipients, i.e. the European Ombudsman, the European Data Protection Supervisor, and the ECA Data Protection Officer.

What security measures are taken to safeguard against possible misuse of or unauthorised access to your information?

Data sets are stored securely in the ECA's data centre in Luxembourg, and are therefore covered by the numerous measures taken to protect the availability, integrity and confidentiality of the institution's electronic assets.

SERVICENOW is used as a processor to manage requests for access rights for visitors. Contractual clauses between the ECA and the processor guarantee proper protection of the data that are processed. SERVICENOW is certified ISO27001.

Access to personal data is restricted to a specific user group. Access rights are granted on a need-to-know basis, taking account of the role, post and responsibilities of the person concerned. These rights are continually updated as staff assignments change.

The ECA's Secretary-General has overall responsibility for implementation of the rules on access rights and compliance with the rules on data protection, but has delegated responsibility in these areas to different entities.

The Court has an information security policy and an Information Security Officer (ISO), who ensures that the policy is implemented correctly and that the related checks are tested for efficiency.

What are your rights?

Your personal data rights are set out in Articles 17 to 24 of Regulation (EU) 2018/1725.

You have the right to access your personal data and to have them rectified without undue delay if they are inaccurate or incomplete. Subject to certain conditions, you have the right to ask us to erase your personal data or to restrict their use. Where applicable, you have the right to object at any time to the processing of your personal data, on grounds relating to your particular situation, and the right to data portability. Some restrictions to your rights may apply in accordance with Court Decision No 42-2021 of 20 May 2021, which is published [here](#).

We will consider your request, take a decision, and communicate it to you without undue delay, and in any event within one (1) month of receipt of the request. This period may be extended by two (2) further months where necessary. You will be informed of the extension (if any) within one (1) month of receipt of the request, together with the reasons for the delay.

You can exercise your rights by contacting the data controller, using the contact information given below.

Who should you contact if you have a query or complaint?

Your first point of contact is ECA-security@eca.europa.eu.

You may contact the ECA's Data Protection Officer (eca-data-protection@eca.europa.eu) at any time if you have any concerns/complaints about the processing of your personal data.

Data Protection Officer
European Court of Auditors
12, rue Alcide de Gasperi
L-1615 LUXEMBOURG

You have the right to lodge a complaint with the European Data Protection Supervisor (edps@edps.europa.eu) at any time concerning the processing of your personal data.