

## Privacy Statement for Visitors of the CEPOL Premises

This privacy statement, in line with Articles 15 and 16 of Regulation (EU) 2018/1725<sup>1</sup>, provides information to the data subjects relating to the processing of personal data of individuals carried out by the European Union Agency for Law Enforcement Training (CEPOL) in fulfilling its tasks.

The purpose of this document is to describe how CEPOL complies with its obligations to protect personal data under Regulation (EU) 2018/1725 and to provide individuals with information about CEPOL's processing of personal data and their rights and obligations under the Regulation.

### What is the purpose of the processing?

To register and control all the visitors who access the premises of CEPOL.

### What is the legal basis for the processing of personal data?

Regulation (EU) 2015/2219 of the European Parliament and of the Council of 25 November 2015 on the European Union Agency for Law Enforcement Training (CEPOL) and replacing and repealing Council Decision 2005/681/JHA.

Article 5(a) of Regulation (EU) 2018/1725.

### Who is the data controller?

Mr Roeland Woldhuis, Head of Corporate Services Department, [HeadofCSD@cepol.europa.eu](mailto:HeadofCSD@cepol.europa.eu).

### Who are the data subjects?

Any person who has been granted prior authorisation to enter the CEPOL premises (hereinafter 'visitor', family members are exempted).

Any CEPOL staff member hosting the visitor (hereinafter 'host').

### Which types of data are being processed?

- Fields contained in the visitor registration form:
  - Visitor's personal data: Name, Affiliated organisation, Reason for visit, date & time of the visit (optional data: parking, car registration number, ID number of objects to be removed from the premises)
  - Host's personal data: Name, Unit/Department, Phone number.

### How is data processed?

The visitor communicates his/her personal information to the host. The host fills in the visitor registration form with the provided data or asks the reception to do so on his/her behalf. The host/reception forwards then the said form for approval either to the Head of Corporate Services or to the Executive Director (if applicable). As soon as there is an approval, the

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<sup>1</sup> 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, OJ L 295, 21.11.2018, p. 39–98.

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approved form is passed on to the security personnel. All data are also kept in an Excel file under the responsibility of the Security Officer of the Agency.

When the visitor arrives at the premises, the security personnel requests his/her identification document in order to cross-check his/her identification data with those included in the visitor registration form. The security then informs the host about the arrival of the visitor. All forms are kept by the security personnel in a binder.

### Who are the recipients of the data being processed?

- Reception personnel
- CEPOL Head of Corporate Services (for approval)
- CEPOL Executive Director (only if applicable)
- Security personnel
- CEPOL staff being host of visitors

### Is data transferred to third countries or international organisations?

Not applicable.

### What rights do data subjects have?

Data subjects have the right to access their personal data and the right to correct any inaccurate or incomplete personal data. Data subjects can obtain the rectification of inaccurate or incomplete personal data concerning them from the data controller. Data subjects have the right to object to the processing of their data.

Data subjects can refuse and/or withdraw their consent with respect to further processing of their data.

Substantiated requests should be emailed to Mr Roeland Woldhuis, Head of Corporate Services, [HeadofCSD@cepol.europa.eu](mailto:HeadofCSD@cepol.europa.eu). The time limit to block/erase data on justified grounds at the request of data subjects is 15 working days from the date of receipt of such a request.

General requests can be emailed to the CEPOL Data Protection Officer at [DPO@cepol.europa.eu](mailto:DPO@cepol.europa.eu)

### How long is your data retained by CEPOL?

Visitor registration forms are classified according to the month (N) during which the visit/event takes place. All forms are kept until the end of the month (N+1) that follows the visit/event and are shredded before the 10<sup>th</sup> of the subsequent month (N+2).

### Who should you contact for more information on the processing of your personal data by the Agency?

#### Data Protection Officer (DPO)

Within CEPOL, there is a data protection officer. This person is independently responsible for ensuring the internal application of Regulation (EU) 2018/1725 and that the rights and freedoms of the data subjects are not likely to be adversely affected by the processing operations. The DPO keeps a register of all processing operations of personal data carried out by the Agency.

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The DPO also provides advice and makes recommendations on rights and obligations of data controllers and data subjects. CEPOL's DPO can be contacted at [dpo@cepol.europa.eu](mailto:dpo@cepol.europa.eu).

**European Data Protection Officer (EDPS)**

The [European Data Protection Officer](#) is an independent supervisory authority with responsibility for monitoring and ensuring the application of data protection rules by EU Institutions and Bodies, which includes CEPOL. The EDPS provides advice to EU Institutions and Bodies on all matters relating to the processing of personal information and cooperates with national supervisory authorities to improve protection of personal information.

**What should you do if you believe your data is being misused by the Agency?**

If you believe your data is being misused by CEPOL, or is otherwise not compliant with your rights and freedoms under Regulation (EU) 2018/1725, you should notify Mr Roeland Woldhuis, Head of Corporate Services, [HeadofCSD@cepol.europa.eu](mailto:HeadofCSD@cepol.europa.eu).

You may also contact the Agency's DPO to inform him/her of any issues related to the processing of your data. If the problem is not rectified after contact with the data controller and DPO, every data subject has the right of recourse to lodge a complaint with the EDPS, as provided for by Article 63 of Regulation (EU) 2018/1725.