



Record of data processing activity regarding visitor management (public)

1.	Last update of this record, version number:	3 January 2024, version 3
2.	Reference number:	A 037
3.	Name and contact details of controller:	European Medicines Agency Internally: DataController.Administration@ema.europa.eu
4.	Name and contact details of DPO:	dataprotection@ema.europa.eu
5.	Name and contact details of joint controller (where applicable)	Not applicable
6.	Name and contact details of processor (where applicable)	Contracted security company: SECURITAS Beveiliging B.V. De Corridor 3A, 3621 ZA Breukelen Email: dataprotectionofficer@securitas.nl Contracted reception company SPIRIT Hostess Services Promo Adviezen BV, General Aviation Terminal, Thermiekstraat 30, 1117 BC Schiphol-Oost Email: info@spirithospitality.nl
7.	Purpose of the processing	Processing of personal data is necessary for the management and identification of visitors coming to the Agency.
8.	Description of categories of persons whose data EMA processes and list of data categories	The following categories of data subjects are subject to this processing operation: <ul style="list-style-type: none">• Staff members, contractors, delegates and visitors The following categories of personal data are collected for this processing operation: <ul style="list-style-type: none">• The visitor request form indicates name, surname, host name and surname, company name, date/s and time period of the visit.
9.	Time limit for keeping the data	6 months from the date of the visit.
10.	Recipients of the data	EMA security office staff Security and reception contracted staff responsible for managing visitors.



		Staff members record the visitor data in the application form. The data is then transferred either automatically or manually to the Access Control (visitors management system).
11.	Are there any transfers of personal data to third countries or international organisations?	Not applicable
12.	General description of security measures, where possible.	<p>The Agency has appropriate technical and organisational measures in place, including organisational policies, to safeguard the security of personal data and ensure the confidentiality, integrity and availability of the relevant systems, services and the personal data processed within them. In particular,</p> <ul style="list-style-type: none"> • All personnel with access rights to the application are given data protection training; • The servers storing the visitor request form database are located within secure premises on a secure network and protected by additional physical security measures. • Network firewalls to protect the logical perimeter of the IT infrastructure; • Administrative measures include the obligation of all Agency and non-Agency personnel having access to the application to (including those maintaining the equipment and the systems) to sign non-disclosure agreements; • A username and password are required to log into the application to undertake visitor data input. No log in credentials are not required to browse the history of records; • Only the system administrator can grant, alter or annul any access rights of any persons; • No longer usable media are safely disposed in such a way that remaining data on them are permanently and irreversibly deleted. This is done in accordance with the Agency's ICT policies.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p>Details concerning the processing of your personal data are available on the Agency's website at: https://www.ema.europa.eu/en/about-us/legal/general-privacy-statement, where you may find the EMA General Privacy Statement as well as the privacy statements on specific data processing operations.</p>