



EMA/417023/2019

Record of data processing activity relating to the filemaker security database for staff vehicles/bicycles and lost/found property (public)

1.	Last update of this record, version number:	17 November 2022, version 2
2.	Reference number:	A 036
3.	Name and contact details of controller:	European Medicines Agency Internally: Head of Administration and Corporate Management Division 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: G4S; contact details: Director Government, G4S Security Services B. V., Hogehilweg 12,1101 CD Amsterdam, The Netherlands
7.	Purpose of the processing	The Security Filemaker database is the EMA IT application used for processing the personal data necessary for the registration of staff vehicles/bicycles and lost/found property.
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, visitors The following categories of personal data are collected for this processing operation: <ul style="list-style-type: none">• Name, badge number/id, make of bicycle/vehicle, registration number• Lost/found property descriptive data
9.	Time limit for keeping the data	6 months after the owner of vehicle or bicycle leaves employment of EMA or after cancellation of parking access. Until lost/found items are handed back to owners.



10.	Recipients of the data	EMA Security staff and outsourced security officer company, G4S. Head of Facilities Support Service when needed.
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 Filemaker security database are given data protection training; • The servers storing the data 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 system (including those maintaining the equipment and the systems) to sign non-disclosure agreements; • Access rights to users are granted only to the system areas which are strictly necessary to carry out their roles. The access to those areas is protected with personal password; • Only the system administrator can grant, alter or annul any access rights of any persons; • Very limited access to the Security Office and other security areas where access to the application is possible; • 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>