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ECB-PUBLIC
UPDATABLE

RECORD OF PROCESSING ACTIVITY

Administration of access control system

1. Controller(s) of data processing activities

Controller: European Central Bank (ECB)

Contact details:

European Central Bank

Sonnemannstrasse 22

60314 Frankfurt am Main

Germany

E-mail: info@ecb.europa.eu

Organisational unit responsible for the processing activity: Directorate General Corporate Services/ Directorate Administration, Security and Safety Division/ Security Services Section (DGCS/DA/SET/SSE): mb-service_center@ecb.europa.eu

Data Protection Officer (DPO): DPO@ecb.europa.eu

2. Who is actually conducting the processing activity?

The data is processed together with an external third party.

In addition to internal staff, an external company providing physical security services (guarding services) has access to the access control system at defined locations with qualified staff. The maintenance and administration of the access control system is performed by an external company in a defined and controlled environment.

3. Purpose of the processing

The purpose of this operation is to regulate physical access to the ECB premises - and secured areas within the ECB - and for *ex-post* reconstruction of events during security related incidents.

4. Description of the categories of data subjects

- ECB employee(s)
- Externals (agency staff, consultants, trainees or secondees)
- NCB or NCA counterparts (in the ESCB or SSM context)
- Visitors to the ECB, including conference participants and speakers
- Contractors providing goods or services
- Complainants, correspondents and enquirers

5. Description of the categories of personal data processed

General personal data:

- Personal details (name, address etc)
- Employment details
- Other:
 - a) Stationary data:
 - Access rights (all subjects)
 - Birth date (all subjects)
 - End date of security clearance if granted (all subjects)
 - Start date and end date of contract (all subjects except visitors)
 - Date of retirement (Pensioners)
 - Personnel and badge number (all subjects)
 - Assigned business unit (all subjects except visitors)
 - Telephone number and email address (all subjects except visitors)
 - Company name (only external staff and visitors)
 - Passport or ID number (only visitors)

- Contact person (only visitors)
 - b) Movement data of all subjects
Date and time of access-request registration at all entry points

Special categories of personal data:

Genetic data, biometric data for the purpose of uniquely identifying a natural person or data concerning health

- (Persons with access to highest security zone are authenticated by means of iris recognition system.

For more information, you may read [EDPS Opinion on a notification for prior checking related to the extension of a pre-existing access control system by an iris scan technology for high secure business areas](#))

6. The categories or recipients to whom the personal data have been or will be disclosed, including the recipient(s) of the data in Member States, third countries or international organisations

- Designated ECB staff members

7. Retention time

Personal data are kept for the period necessary to fulfil the purposes outlined in part 3.

In particular:

- Movement data are kept for a maximum period of 3 months.
- Stationary personal data of ECB internal and external staff are kept for a maximum period of one year after the termination of contract.
- Stationary personal data of visitors are kept for a maximum period of one year following their last visit to the ECB's premises.