Information for visitors

to the European Commission

Any personal data collected in the process of controlling access to Commission buildings will be handled in accordance with Regulation (EC) No 45/2001[1] of the European Parliament and of the Council of 18 December 2000.

The person responsible for handling such data is the head of unit in the Security Directorate of the Personnel and Administration Directorate-General in charge of guards, equipment and security controls, and access controls.

The aim in collecting and handling the data is to control access to Commission buildings and car parks.

The data will be used only by the Security Directorate in the course of its work to protect the European Commission's buildings and the people, property and information they contain, in line with Commission Decision C(94) 2129 on the duties of the Security Office.

The data collected will be general ID data, i.e. surname, forenames, date of birth, name and address of employer (if applicable), number of ID document, and service-provider ID number, as well as information concerning the visit, such as the name of the official visited, the date and the buildings to which access is required. The data will be kept for six months. Access to the data for enquiries is possible only with the authorisation of the Director-General of the Personnel and Administration DG , and the consent of the Commission's Data Protection Officer (DPO). Enquiries of this sort may be initiated only by the Security Directorate, the Investigation and Disciplinary Office (IDOC) or the European Anti-Fraud Office (OLAF).

Under Regulation (EC) No 45/2001, you have the right to access and to correct data concerning you by contacting through the person responsible for handling the data.
You have the right of recourse at any time to the European Data Protection Supervisor.

[1] Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.