

PRIVACY NOTICE – Access to the SJU premises (record reference number: 41)

Access to the SJU premises involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725¹ (the “Regulation”).

This privacy notice explains how the SESAR JU uses any information you give to us, and the way we protect your privacy. Furthermore, it describes the rights you have as a data subject and how you can exercise these rights.

SESAR JU protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data.

We provide the following information based on articles 14 to 16 of the Regulation.

What is the purpose of the processing?

- a) Record attendance to a visit/meeting/event at the SJU premises for security reasons
- b) Secure access to the SJU premises to external visitors
- c) Conform with the applicable health and safety rules introduced with decision SJU/ED/750 “On the conditions to access the SJU premises specific to COVID pandemic measures”

Which personal data do we process?

- Name, surname, company name of the participants and SJU host of the meeting

Under what legal basis do we process your data?

- Public Interest article 5(1)(a) of Regulation 2018/1725
- SESAR JU Physical Security Policy
- SJU/ED/750 on the conditions to access the SJU premises specific to COVID pandemic measures

Who is the controller and other actors involved in the processing?

Controller: The SESAR JU, legally represented by Richard Frizon, Avenue Cortenbergh 100, 1000 Brussels

How is SESAR JU processing the personal data?

Data collection is done by the SJU staff member organizing a meeting at the SJU premises who will inform the reception and provide the number of people expected and their names.

When booking a meeting room in Outlook, the responsible SJU staff member should inform reception of their meeting, the subject of it and the names of the participants. This is required in order for the receptionist to register them once they are received and to prepare the Wi-Fi passwords in advance should they require to use it. For further information regarding processing of personal data for access to the Wi-Fi guest network please consult the relevant [record](#) (record reference number: 22). The list of participants shall be provided at least 24 hours prior to the meeting.

The SJU visitors list is stored in IDMS with restricted access rights to the facility team.

¹ Regulation (EU) N° 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 (“EUDPR”).

Due to the Covid-19 pandemic, certain measures have been introduced with decision SJU/ED/750, when external visitors access the SJU premises. Visitors are requested to present a Covid-19 certificate to enter the SJU premises. Please refer to decision SJU/ED/750 for a detailed analysis on what an acceptable Covid-19 certificate should include. Whereas the possession of a certificate will be verified manually by means of a visual check, by the facility team or the SJU staff member in charge of the visit, the name of the visitor and the content of the certificate shall not be stored, transferred or processed in any way.

Visitors are requested to sign an *Informed Declaration on the conditions to access the SJU premises specific to the COVID pandemic measures*, confirming they have been informed on the measures set out for accessing the SJU premises in decision SJU/ED/750. The declarations are stored by the facility team in a locked cabinet.

See <https://www.sesarju.eu/dataprotection> for more information.

How do we protect and safeguard your information?

- Staff dealing with this processing operation is designated on a need-to-know basis
- Access control and technical measures such as physical locks and/or secure connections and firewalls
- A paper copy is made and saved in a paper file. The paper file is archived in a locked cupboard.
- Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned
- Standard clause for the processing of personal data included in the contract
- Appropriate training
- Physical security of the premises

Who can access to your personal data and to whom is it disclosed?

- Designated SJU staff members of the facility team and staff members in charge of the visit

What are your rights and how can you exercise them?

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. In addition, you have the right not to be subject to a decision based solely on automated processing of data, including profiling, if such decision has legal effect on you, except for certain situations, such as entering into a contract (as required by articles 14-16 & 24 of the Regulation). You can exercise your rights by sending an email at Reception@sesarju.eu or facility@sesarju.eu.

Information on action taken on the data subject's request to exercise her/his rights shall be provided without undue delay and in any case within one month of receipt of the request. In case of complex or voluminous requests, this period may be extended by another two months, in which case the JU will inform the data subject.

Data subjects have the **right to withdraw their consent at any time** by sending a written request to Reception@sesarju.eu or facility@sesarju.eu. Please note that withdrawing your consent does not affect the lawfulness of any processing based on your consent before this consent is withdrawn.

The content of these rights is detailed in the [Data Protection Notice page in SJU website](#) which contains also information about the contact points and recourse (including EDPS <http://www.edps.europa.eu> and edps@edps.europa.eu, and SJU DPO sju.dataprotection@sesarju.eu) as well as detailed information on the exercise of the rights.

Possible restrictions as laid down in Article 25 of the Regulation and the upcoming SJU decision on restrictions may apply.

How long is the data retained?

- The participants list will be kept for 5 years after the visit
- The *declarations on the conditions to access the SJU premises specific to the COVID pandemic measures* are kept for as long as decision SJU/ED/750 and any future updates of it remain in force.
- Should a copy of an identification document be required to provide evidence of attendance to a compulsory meeting within the frame of a procurement procedure, this document will be deleted once the procedure is finalised (contract signed).

Complaints, concerns and recourse

Should you have any complaint or concern you may contact:

- the Data Protection Officer of the SESAR JU at sju.data-protection@sesarju.eu, and
- the team responsible at Reception@sesarju.eu or facility@sesarju.eu

In addition, as a data subject, you have a right to recourse to the European Data Protection Supervisor (EDPS) at any time by e-mail to edps@edps.europa.eu or a letter to the EDPS postal address marked for the attention of the EDPS DPO:

European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium

For more information on the EDPS, please consult their website: <https://edps.europa.eu>

Additional information

More information on Data Protection at the SESAR JU can be obtained in the [SJU register of data processing operations](#). Copies of the privacy notice will be available on the reception desk for the attention of the meeting participants.