

CCTV camera recordings inside of the building

Nr.	Item	
Header - versioning and reference numbers (recommendation: publicly available)		
1.	Last update of this record	DEC/DIR/2018/012
2.	Reference number:	DPO-029
Part 1 - Article 31 Record (recommendation: publicly available)		
3.	Name and contact details of controller	Controller: EMCDDA, Praça Europa 1, Lisboa, Portugal Contact: Mr. Dante Storti, Head of Administration, EMCDDA Emcdda-IL@emcdda.europa.eu
4.	Name and contact details of DPO	Mr. Ignacio Vazquez Molini, DPO, EMCDDA dpo@emcdda.europa.eu
5.	Name and contact details of joint controller (where applicable)	Not applicable
6.	Name and contact details of processor (where applicable)	Not applicable
7.	Purpose of the processing	To ensure physical security on EMCDDA premises by monitoring access both to EMCDDA premises in general and to sensitive areas inside the premises (e.g. archive rooms); to keep track of how many people are in the building for evacuation purposes, both in line with EMCDDA's security rules, DEC/DIR/2016/017.
8.	Description of categories of persons whose data EMCDDA processes and list of data categories	We process the following data on every person entering and exiting the EMCDDA premises (i.e. staff, contractors and visitors)
9.	Time limit for keeping the data	We keep the data for 30 days as required by PT legislation. The data is automatically erased after the retention period is reached.
10.	Recipients of the data	EMCDDA Security officer for following up on security incidents and investigations. Guards only have access to live viewing, no recordings. Data Subjects limited to their own information upon request.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12.	General description of security measures, where possible.	The EMCDDA premises are guarded 24 hours. The CCTV system assists the guards to monitor the entrances and exits of the premises.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	http://home.emcdda.europa.eu/html.cfm/index99949EN.html

