

Data protection notice on access to EIGE's premises

Last updated: 16 April 2025

The European Institute for Gender Equality (EIGE) is committed to protect your personal data and to respect your privacy. EIGE collects and further processes personal data pursuant to [Regulation \(EU\) 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 (repealing Regulation (EC) No 45/2001).

You will find information in this document pertaining to the processing of your personal data by EIGE. If, upon reading it, you still have questions, please contact us at:

EIGE's Data Protection Officer, dpo@eige.europa.eu

ICT and Facilities Officer, Helpdesk@eige.europa.eu

Purpose of processing

EIGE collects and further processes personal data to:

- control access to its premises; and
- safeguard the protection of all visitors present in its premises in case of a fire and physical assault.

Your personal data will not be used for any automated decision-making including profiling.

Legal basis of processing

The processing of personal data is necessary for the management and functioning of EIGE¹ as well as in order to protect the vital interests of the data subjects or other natural persons who are present on EIGE's premises, including first and foremost the Agency staff².

Based on your consent³, pictures and videos of visitors may be taken during a visit to EIGE. This will be used for the purpose of promoting EIGE's activities internally (i.e., activity reports, publications) and externally (i.e., social media, website).

¹ Processing is, therefore, justified under Article 5(1)(a) and recital (22) of Regulation 2018/1725.

² Processing is, therefore, justified under Article 5(1)(e) of Regulation 2018/1725.

³ Processing is, therefore, justified under Article 5(1)(a) of Regulation 2018/1725.



An EU Agency

Types of personal data collected

The following data will be processed:

1. In the case of tenderer's / contractor's (and / or their staff) visit to EIGE's premises:
 - Name (title, first name, surname);
 - Function;
 - Contact details (company and position);
 - Passport / ID number; and
 - Interval of time in which the person is present at the Agency's premises.

2. In case of other visitors:
 - First name and surname;
 - Contact details (organisation, email address and telephone); and
 - Passport / ID number.

3. In case of consent to be included in EIGE's commercial photos and / or videos:
 - Likeness; and
 - Voice.

Individuals who have access to the data

Access to your personal data is provided to authorised EIGE staff only, namely to the external security reception desk team and the Emergency Evacuation Team, on a strict "need-to-know" basis (e.g. to establish who is in the building in case of a fire or an evacuation test).

No other third parties will have access to your personal data, except if required by law.

No transfers of personal data to third countries or international organisations (outside the EU/EEA) take place.

Retention policy

Personal data of visitors are kept for 6 months.

Security of your personal data

Visitors' personal data is logged by the external security reception desk in the entrance book in paper form only. No means of electronic storage are foreseen. The book is kept in a secure area at the security desk, not accessible to staff other than the facilities management staff authorised to have access not only for the purpose of ensuring the physical security of the building. Security personnel are bound by contractual confidentiality obligations.

Your rights as data subject

Within the limits set by Regulation (EU) 2018/1725, you have the right to access, rectify, erase and/or port your personal data, as well as to restrict or object to the processing of your personal data.

In order to exercise your rights, please contact Helpdesk@eige.europa.eu whereby you shall specify your claim (i.e. the right(s) you wish to exercise). The exercise of your rights is free of charge. If your request is manifestly unfounded or excessive, EIGE may refuse to act on it.

Other rights

Should you feel that the processing infringes the data protection rules, you are entitled to raise a [complaint](#) with the European Data Protection Supervisor.