

Privacy statement

What is monitored

The video-surveillance system in place at the EMCDDA building located at Praça Europa 1, Cais do Sodré 1249-289 Lisbon, Portugal, and at the underground parking and Palacete building shared with EMSA also located at Praça Europa. It is the responsibility of the Head of Unit Administration, as data controller, to observe the General Data Protection Regulation (EU) No 2018/1725, the EDPS Guidelines, Art. 30 of the Portuguese Law 34/2013 of 16 May and the EMCDDA policy to maintain adequate records and documentation to support and justify the video-surveillance system's compliance. The video-surveillance system is supporting the security guards in controlling access to the building (e.g. entry and exit points, computer rooms, archive rooms).

Who has access to your information and to whom is it disclosed?

The recipients of the data are: the staff member, contractor or visitor concerned, upon written request. The contracted security guards can view the images in real time viewing only. The EMCDDA Security Officer can view and process data and, in case of an investigation, investigators can receive data from the Security Officer after an official request for access is filed and accepted by the Controller. Data will be processed in strict confidentiality and exclusively for the purpose for which they were submitted. In this context, data mining on behalf of investigative bodies is explicitly excluded.

How do we protect and safeguard your information?

The data collected can be viewed in real time and accessed by designated EMCDDA staff working for the Security Cell under the Security Officer. The data is stored in the Security Officer's password-protected computer drives.

How can you verify, modify or delete your information?

Regulation (EU) No 2018/1725 safeguards your right to access your data and to require the Controller ⁽¹⁾ to rectify — without delay — any inaccurate or incomplete personal data. You also have the right to require the Controller to erase data if the processing is unlawful. For this, you need to contact the EMCDDA's Security Officer in writing to facilitate the request (info@emcdda.europa.eu). The Controller shall deal with your request for rectification of data within one month from the introduction of the request. As far as requests for blocking and erasure are concerned, the Controller disposes of one calendar month to provide a follow-up to the request, from the moment of its reception. Furthermore, you are free to address to the European Data Protection Supervisor at any time.

What personal information do we collect and for what purpose?

⁽¹⁾ Article 2(d) of Regulation (EU) No 2018/1725 defines the controller as follows: '[...] controller shall mean the Community institution or body, the Directorate-General, the unit or any other organisational entity which alone or jointly with others determines the purpose and means of the processing of personal data [...]'.

In accordance with the laws and regulations applicable in this regard ⁽²⁾, the categories of personal data dealt with in this exercise are the following: the staff members', visitors' and contractors' images.

How long do we keep your data?

Data will be stored in the EMCDDA files until the legal obligation of 30 days ⁽³⁾ is fulfilled.

Recourse

Individuals who would like to inquire about the images taken of them, have the right to request their own information through an informal request in writing or via e-mail to the Controller (Info@emcdda.europa.eu), in accordance with Law n.º 67/98 from 26 October, regulating the general regime for data protection. The request has to be made within 14 days after the occurrence of the requested information. The Data Processor will review the recordings and make the requested information available under the restraint that the privacy rights of other persons are not touched. In practical terms, the EMCDDA Processor will black out images from other persons than the requestor.

You have the right to recourse via the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) No 2018/1725 have been infringed as a result of the processing of your personal data by the EMCDDA.

You may also contact the EMCDDA's Data Protection Officer (DPO), in case of any difficulties or for any questions relating to the processing of your personal data at the following e-mail address: dpo@emcdda.europa.eu or phone number: 211210200

⁽²⁾ Regulation (EU) No 2018/1725 ; Portuguese Law Decree n.º 35/2004, 24 February, Private Security ; Portuguese Law n.º 67/98, from 26 of October, Data Protection ; Decision of the Management Board of the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) on EMCDDA Provision on Security DEC/MB/07/12 ; EMCDDA Security Rulebook DEC/DIR/08/18 ; OIB Standard Building Manual ;

⁽³⁾ Art. 30 of the Portuguese Law 34/2013 of 16 May