



Record of processing activity

Video-Surveillance

Record of EBA activities processing personal data, based on Article 31 of [Regulation \(EU\) 2018/1725 \(EUDPR\)](#)

Nr	Item	Description
Part 1 - Article 31 Record (publicly available)		
1	Last update of this record	21/08/2023
2	Reference number	EBA/DPR/2023/10
3	Name and contact details of controller	<p>Controller: European Banking Authority, Tour Europlaza, 20 avenue André Prothin, CS 30154, 92927 Paris La Défense CEDEX, France</p> <p>Responsible Department: Operations</p> <p>Contact: EBA-OfficeManagement@eba.europa.eu</p>
4	Name and contact details of DPO	dpo@eba.europa.eu or you can send a letter to the postal address of the EBA (above address) marked for the attention of the DPO of the EBA
5	Name and contact details of joint controller (where applicable)	Not applicable
6	Name and contact details of processor (where applicable)	Not applicable
7	Short description and purpose of the processing	<p>The EBA uses its video-surveillance system for the sole purpose of security and safety. The video-surveillance system helps control access and helps ensure the security of the building, the safety of the EBA's staff and visitors, as well as property and information located or stored on the premises.</p> <p>It complements the access control system and the reception desk personnel and forms part of the measures taken pursuant to the broader security policies. They</p>

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		<p>ensure the safety and security of EBA staff, contractors, and visitors, as well as property and information stored within the premises. More specifically these measures allow the EBA to help prevent, deter and if necessary, investigate unauthorised physical access to premises, including unauthorised access to secure areas and protected rooms (areas containing IT infrastructure and operational information).</p> <p>In addition, the video-surveillance system helps prevent, detect and investigate theft of equipment and assets owned by the Agency, visitors, staff and threats to the safety of personnel working at the office and visitors.</p>
8	Description of categories of persons whose data the EBA processes and list of data categories	<p>The EBA processes the personal data of all those who enter EBA premises, EBA Statutory Staff (including permanent staff, contract and temporary agents), Seconded National Expert, Trainees, Interim Agents, Consultants, Experts and Contractors and any other visitors to the EBA premises.</p> <p>The data that is processed by the video-surveillance system is limited to the video-surveillance footage and images that are captured by the system.</p>
9	Time limit for keeping the data	<p>Video-surveillance footage and images are retained for a maximum of 30 days after which the data deleted.</p> <p>If any image needs to be stored to further investigate or evidence a security incident, the data may be retained for longer as is necessary. Their retention is rigorously documented and the need for retention is periodically reviewed.</p>
10	Recipients of the data	<p>Recorded and live footage is accessible to a limited number of EBA in house staff and the EBA's security systems' maintenance provider when involved in maintenance of the system.</p> <p>In addition, data may be accessed or disclosed to the Data Protection Officer (DPO), Data Controller, Systems Administrator, and the EBA's security system's provider.</p> <p>More detailed information is provided in the Agency's security policy for video-surveillance which specifies and documents who has access to the video-surveillance footage and/or the technical architecture of the video-surveillance system, for what purpose and what those access rights consist of. In particular, the document specifies who has the right to:</p> <ul style="list-style-type: none"> • View the footage real-time; • View the recorded footage; or • Copy; • Download; • Delete; or • Alter any footage. <p>Where there is a security incident it may be necessary to transfer the data outside of the EBA to the Police if needed to investigate or prosecute criminal offences. Under exceptional circumstances data may also be shared with:</p> <ul style="list-style-type: none"> • The European Anti-fraud Office (OLAF) in the framework of an investigation.

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		<ul style="list-style-type: none"> • The Commission's Investigation and Disciplinary Office (IDOC) in the framework of a disciplinary investigation, under the rules set forth in Annex XI of the Staff Regulations of Officials of the European Communities. • Those appointed to carry out a formal internal investigation or disciplinary procedure within the Agency. <p>For any transfers of personal data outside of the Agency, the necessity of such transfers will be subject to a rigorous assessment and documented, the DPO will be consulted in all cases.</p>
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	<p>The EBA has implemented security measures to protect the confidentiality, integrity, and availability of data such as:</p> <ul style="list-style-type: none"> • The servers storing the recorded images are located within secure premises. • Network firewalls to protect the logical perimeter of the IT infrastructure. • Access rights are restricted and to users are granted only to the systems which are strictly necessary to carry out their roles. • Limited access to the Security Office. • Staff who utilise the video-surveillance system sign confidentiality agreements.
13	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	EBA Video Surveillance Policy.docx (europa.eu)