



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

3 January 2024  
EMA/232805/2021

## European Medicines Agency's Data Protection Notice

For parking access and record of lost and found items (Filemaker internal security database)

This Data Protection Notice explains the most essential details of the processing of personal data by the European Medicines Agency (hereinafter "EMA" or "Agency") in the context of operating the process for parking access and recording lost and found items (Filemaker internal security database). The processing includes the collection, storage and internal use of personal data of persons who are granted access to parking or who have found/lost an object at the Agency's premises.

### 1. Who is responsible for your data?

#### 1.1. Who is the data controller?

The European Medicines Agency ("EMA") is ultimately responsible to comply with your data protection rights and freedoms. On behalf of EMA, the Head of the Administration and Corporate Management Division of EMA is appointed as a 'Data Controller' to ensure the lawful conduct of this processing operation.

The contact details of the Data Controller are the following:  
[DataController.Administration@ema.europa.eu](mailto:DataController.Administration@ema.europa.eu)

#### 1.2. Who is the data processor?

The Agency may engage third parties to process data on behalf of the Agency and, in particular, to carry out the following activities:

- to support the Agency in operating the process for parking access in the Filemaker internal security database, namely to maintain a user record for the bicycle and car parking and issue related access cards for parking;
- to record lost and found items in the Filemaker internal security database.

The name and contact details of the data processor(s) are the following:

**Securitas Beveiliging B.V.**

De Corridor 3A

3621 ZA Breukelen

[dataprotectionofficer@securitas.nl](mailto:dataprotectionofficer@securitas.nl)

---

**Official address** Domenico Scarlattilaan 6 • 1083 HS Amsterdam • The Netherlands

**Address for visits and deliveries** Refer to [www.ema.europa.eu/how-to-find-us](http://www.ema.europa.eu/how-to-find-us)

**Send us a question** Go to [www.ema.europa.eu/contact](http://www.ema.europa.eu/contact) **Telephone** +31 (0)88 781 6000

An agency of the European Union



## **2. Purpose of this data processing**

The Filemaker internal security database is the software application used for processing the personal data necessary for the registration of staff vehicles/bicycles and lost/found property for the following purposes:

- To grant staff access to the car and bicycle parking,
- To record all reported lost and found property within Agency premises.

### **Parking**

The data held in the Filemaker internal security database is required to regulate and control the access to the car park facilities in the vicinity of the building and to the bicycle parking within EMA building because of its limited capability and to ensure the security of its personnel, operations and assets. Staff may request access to the bicycle and/or car-parking. Access to the bicycle parking facilities is added to the staff access control system badges. For access to the car parks a different access card is given to the requesters. The entrances only open if a badge is swiped at the card reader to which the staff member has authorisation to access the parking facility. These records can also be used for investigation in case of any malicious event in the car or bicycle parking.

### **Lost and found**

The data held in the Filemaker internal security database is required to keep records of all the items found in the Agency premises and also of those items reported as lost. The aim of this process is to eventually match reported lost objects with found items, therefore, returning the property to the legitimate owner. If after 6 months, the found items are not claimed they are donated to a suitable charity.

### **2.1. Personal Data concerned**

In this processing operation, EMA processes the data of EMA staff members (including interim and trainee staff), as well as contractors, delegates & visitors entering the EMA premises. Such data may include the following:

#### **Parking**

In the Filemaker internal security database, the EMA Security Office records the vehicle's make, colour and registration number or the bicycle's make and colour, together with the name and badge number/ID of the owner in both cases.

#### **Lost and found**

In the Filemaker internal security database the EMA Security Office records the name of the owner or the person who found or lost the item, the place, date and time where it was found or lost, and the description of the lost or found item.

### **2.2. Legal basis of the processing**

The processing of data within the Filemaker internal security database is necessary for the performance of the Agency's tasks carried out in the public interest (mandated by Regulation (EC) No 726/2004). Article 1e(2) Staff Regulations of Officials and the Conditions of Employments of Other Servants with regard to health and safety standards and 0076 Security Policy are also further bases for the processing. These processing activities are also connected to activities required for the management and functioning

of the Agency (e.g. security and physical protection measures, mandatory registration of on-site presences, ensuring health and safety standards).

Accordingly, the lawfulness of this data processing is based on Article 5(1)(a) of Regulation (EU) 2018/1725 with reference to Recital 22 of that Regulation.

In this regard, please note that you have the right to object against the processing as explained in Section 5 below.

### ***2.3. Transfer of personal data outside of EU***

Not applicable

## **3. How long do we keep your data?**

### **Parking**

The personal data will be retained for 6 months after the end of the staff member's contract (or after cancellation of parking access)

### **Lost and found**

The personal data is retained until the object is claimed by its owner. Personal data regarding objects that have not been claimed by the owner will be deleted after a year. Personal data regarding objects reported as lost will be retained for 3 years. Items donated to a suitable charity are recorded in a separate list and no personal data is contained in this list.

## **4. Who has access to your information and to whom is it disclosed?**

Information included in the Filemaker internal security database will be processed internally by EMA Security staff and contractors within Security Service responsible for processing parking requests and lost and found objects. The Head of Facilities Support Service may process these data on a need-to-know basis. In addition, EMA managers may process these data on a need-to know basis, in the framework of administrative enquiries or disciplinary procedures.

EMA may share your personal data, on a need-to-know basis and for legitimate purpose, with national law enforcement authorities and DG Security, European Commission, in the context of crime prevention or investigations regarding threats to EMA security.

## **5. Your data protection rights**

As data subject (i.e. the individual whose personal data is processed), you have a number of rights:

- **Right to be informed** – This Privacy Statement provides information on how EMA collects and uses your personal data.
- **Right to access** – You have the right to access your personal data. You have the right to request and obtain a copy of the personal data processed by EMA.
- **Right to rectification** – You have the right to obtain - without undue delay - the rectification or completion of your personal if it is incorrect or incomplete.
- **Right to erasure** – You have the right to require EMA to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing. In

certain cases, your data may be kept to the extent it is necessary, for example, to comply with a legal obligation of the Agency or if it is necessary for reasons of public interest in the area of public health.

- **Right to restrict processing** – In a few, codified cases, you have the right to obtain the restriction of the processing, meaning that your data will only be stored, but not actively processed for a limited period of time. For more information about this right and its limitations, see the EMA General Privacy Statement, hosted at [www.ema.europa.eu/en/about-us/legal/privacy-statement](http://www.ema.europa.eu/en/about-us/legal/privacy-statement).
- **Right to object** – You have the right to object at any time to this processing on grounds related to your particular situation. If you do so, EMA may only continue processing your personal data if it demonstrates overriding legitimate grounds to do so or if this is necessary for the establishment, exercise or defence of legal claims.

The rights of the data subject can be exercised in accordance with the provisions of Regulation (EU) 2018/1725. For anything that is not specifically provided for in this privacy notice, please refer to the contents of the general EMA Privacy Statement: [www.ema.europa.eu/en/about-us/legal/privacy-statement](http://www.ema.europa.eu/en/about-us/legal/privacy-statement)

## 6. Recourse

In case you have any questions regarding the processing of your personal data, or you think that the processing is unlawful or it is not in compliance with this Privacy Statement or the general EMA Privacy Statement, please contact the **Data Controller** at [DataController.Administration@ema.europa.eu](mailto:DataController.Administration@ema.europa.eu) or the **EMA Data Protection Officer** at [dataprotection@ema.europa.eu](mailto:dataprotection@ema.europa.eu).

You also have the right to lodge a complaint with the **European Data Protection Supervisor (EDPS)** at any time at the following address:

- Email: [edps@edps.europa.eu](mailto:edps@edps.europa.eu)
- Website: [www.edps.europa.eu](http://www.edps.europa.eu)
- Further contact information: [www.edps.europa.eu/about-edps/contact\\_en](http://www.edps.europa.eu/about-edps/contact_en)