

Nr.	Item	Record Information
1	Last update of the record	11/06/2020
2	Name of the Controller	ESMA's Resources Head of Department FM Helpdesk <FM.helpdesk@esma.europa.eu>
2.1	Address of the Controller	ESMA 201-203 rue de Bercy, 75012 Paris.
2.2	ESMA Area Entrusted with Processing	ESMA/RES/Facility Management/Physical Security and Safety
2.3	Processors (If any)	ESMA Corporate Service Fiducial Security Systemes
3	Name and contact details of DPO	ESMA DPO dpo@esma.europa.eu
4	Name and contact details of processor (where applicable)	ESMA Corporate Service, Security Office Fiducial Security Systemes, 50 rue de Malnoue - 93160 Noisy le Grand, France
5	Purpose of the processing	ESMA operates a video surveillance system for the purpose of ensuring the security and access control of the premises. The video surveillance system helps to: <ul style="list-style-type: none"> <li>• control access to the ESMA premises and secured areas within the ESMA premises;</li> <li>• ensure the safety, security and integrity of the installations;</li> <li>• ensure the safety and security of the ESMA staff and visitors;</li> <li>• ensure the security of property and information located or stored on site;</li> <li>• prevent, detect and investigate instances of theft of equipment or assets owned by ESMA and its contractors, staff or site visitors, as well as</li> <li>• support investigations, either in the case of an administrative enquiry or for witnessing a security incident.</li> </ul>
6	Description of categories of persons whose data ESMA processes and list of data categories	All person entering inside ESMA's premises: <ul style="list-style-type: none"> <li>• ESMA staff</li> <li>• Externals (consultants, trainees or secondees)</li> <li>• Visitors, including conference participants and speakers</li> </ul> Data categories: Videos of individuals The following surveillance methods are not employed: <ul style="list-style-type: none"> <li>• high-tech or intelligent video surveillance technology (Section 6.9 of the EDPS video-surveillance Guidelines);</li> <li>• interconnection of our system with other systems (Section 6.10 of the EDPS video-surveillance Guidelines);</li> <li>• covert surveillance (Section 6.11 of the EDPS video-surveillance Guidelines);</li> <li>• sound recording and "talking CCTV" (Section 6.12 of the EDPS video-surveillance Guidelines).</li> </ul>
7	Time limit for keeping the data	As set out in the "THE EDPS VIDEO-SURVEILLANCE GUIDELINES" ( <a href="https://edps.europa.eu/sites/edp/files/publication/10-03-17_video-surveillance_guidelines_en.pdf">https://edps.europa.eu/sites/edp/files/publication/10-03-17_video-surveillance_guidelines_en.pdf</a> ) and the "Follow-up Report to the 2010 EDPS Video-Surveillance Guidelines" ( <a href="https://edps.europa.eu/sites/edp/files/publication/12-02-13_report_cctv_en.pdf">https://edps.europa.eu/sites/edp/files/publication/12-02-13_report_cctv_en.pdf</a> )  <i>"7.1.2 Retention period for typical security purposes: one week. When cameras are installed for purposes of security and access control, one week should in most cases be more than sufficient for security personnel to make an informed decision whether to retain any footage for longer in order to further investigate a security incident or use it as evidence. Indeed, these decisions can usually be made in a matter of hours. Therefore, institutions should establish a retention period not exceeding seven calendar days. In most cases a shorter period should suffice."</i>  ESMA follows this same approach and images covering the public or semi-public areas are stored for a period of 7 days and then overwritten. If any image needs to be stored longer as part of a wider investigation (e.g. in the case of an administrative inquiry) or for serving as evidence regarding a security incident, the relevant footage is quarantined and retained for as long as necessary for the specific investigation in line with the applicable retention periods.
8	Recipients of the data	Access to the system is limited to the Security officer and its delegates, as well as the technical support upon request.
9	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
10	General description of security measures, where possible.	The CCTV system uses a dedicated network, separated from ESMA network, and protected with specific access controls.
11	Information on how to exercise your rights to access, rectification, object and data portability (where applicable), including recourse right	ESMA, as a Data Controller, will collect personal data in the form of video recording from any person entering its premises (ESMA's Staff, visitors and External contractors). The purposes for such data collection are the surveillance of access and exit of the premises or of the secured rooms, and the possibility to analyse records up to 7 days, after which the data are erased. No face recognition system is used. Personal data category types are: non-nominative recording. Access to the system is limited to the Security officer and its delegates, as well as the technical support upon request.  To exercise your Data Subject Rights you can address your requests to the Controller at FM.helpdesk@esma.europa.eu. a) You are entitled to access your information relating to your personal data processed by ESMA, verify its accuracy and, if necessary, correct it in case the data is inaccurate or incomplete. b) You have the right to request the erasure of your personal data, if your personal data is no longer needed for the purposes of the processing, if you withdraw your consent or if the processing operation is unlawful. c) You can ask the Data Controller to restrict the personal data processing, under certain circumstances, such as if you contest the accuracy of the processed personal data or if you are not sure if your personal data is lawfully processed. d) You may also object, on compelling legitimate grounds, to the processing of your personal data. e) Additionally, you may have the right to data portability which allows you to make a request to obtain the personal data that the Data Controller holds on you and to transfer it from one Data Controller to another, where technically possible.  In some cases your rights might be restricted in accordance with Article 25 of the Regulation (EU) 2018/1725 and ESMA MB Decision on restriction: <a href="https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32019Q1125(01)&amp;from=EN">https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32019Q1125(01)&amp;from=EN</a> . In each case, ESMA will assess whether the restriction is appropriate. The restriction should be necessary and provided by law, and will continue only for as long as the reason for the restriction continues to exist.  If you have additional questions or concerns you can also contact ESMA's Data Protection Officer: DPO@esma.europa.eu You have the right to lodge a complaint with the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under the Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by ESMA.