

Access to the SESAR JU premises in Haren involves processing of personal data, which shall comply with Regulation (EU) N° 2018/1725¹ (the "Regulation").

This data protection notice explains how the Single European Sky ATM Research 3 Joint Undertaking (here after referred to as SESAR 3 JU) uses any information you give to us, and the way we protect your privacy. Furthermore, it describes the rights you have as a data subject and how you can exercise these rights.

SESAR 3 JU protects the fundamental rights and freedoms of natural persons and in particular their right to privacy with respect to the processing of personal data. We provide the following information based on Articles 14 to 16 of the Regulation.

What is the purpose of the processing?

Enable secure and smooth access to SESAR 3 JU premises in EUROCONTROL (Haren).

Insurance coverage in case of accidents.

Which personal data do we process?

Personal details such as full name, company/organization, date of visit, name of the SESAR 3 JU host or meeting organizer, and the subject of the meeting or the team/department being visited.

Why do we process your personal data and under what legal basis?

Public Interest Article 5 a) of Regulation 2018/1725.

Who is the controller and other actors involved in the processing?

SESAR 3 JU

Legally represented by Andreas Boschen, the Executive Director at Rue de la Fusée 96, 1130 Brussels.

- SESAR 3 JU, initiates requests for access badges by transmitting to EUROCONTROL the necessary identity details in light the EUROCONTROL's security requirements.
- SESAR 3 JU relays on an external contractor, *Receptel*, for a partial provision of its Support services, in particular for reception services, by means of a framework services contract FWC S3JU/LC/018-CTR for the provision of front and back-office reception services. Information on how Receptel manages personal data is available in their website <https://www.receptel.be/disclaimer>

EUROCONTROL

Legally represented by Raúl Medina Caballero, the Director General, at Rue de la Fusée 96, 1130 Brussels.

- EUROCONTROL provides access to its premises by issuing an access badges. Information on the part of the processing conducted by EUROCONTROL is described in the privacy statement

¹ Regulation (EU) N° 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC ("EUDPR").

DATA PROTECTION ADMINISTRATIVE ARRANGEMENT

Transfers of personal data from SESAR 3 JU to EUROCONTROL (an international organisation) are subject to the appropriate safeguards defined in the Data Protection Administrative Arrangement between the SESAR 3 JU and EUROCONTROL Ref S3JU/LC/006-CTR of 15 December 2022 as amended on 09 October 2023 and on 12 December 2024 ("DPAA"). The DPAA was subject to the authorisation by the EDPS in line with Article 48 (3) of Regulation 1725.

How is SESAR 3 JU processing the personal data?

The SESAR 3 JU staff member organizing the meeting collects the following information from the visitor(s) and provides it to SESAR 3 JU Support services (reception): full name, company/organization, date of visit, name of the SESAR 3 JU host or meeting organizer, and the subject of the meeting or the team/department being visited.

SESAR 3 JU Support services (reception) create a visitor list with restricted access rights and forwards the visitor's name and visit date to EUROCONTROL Security in order to request a temporary badge for the specific date(s).

Upon arrival, the visitor must present a valid ID at EUROCONTROL Security reception/entry point for verification. Once verified, EUROCONTROL issues a temporary badge. Visitors are required to be escorted by the SESAR 3 JU staff.

After the visit, the visitor returns the temporary badge to EUROCONTROL reception.

PROCESS CONDUCTED BY EUROCONTROL

Information on the parts of the processing conducted by EUROCONTROL – specifically as to the legal basis and applicable legislation, means of processing, access rights, external contractors, data retention as well as technical and security measures - are described in the privacy statement available in their website [Privacy statement on the protection of personal data | EUROCONTROL](#).

How do we protect and safeguard your information?

- Staff dealing with this processing operation is designated on a need-to-know basis
- Access control and technical measures such as physical locks and/or secure connections and firewalls
- Appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned
- Standard clause for the processing of personal data included in the contract
- Appropriate training
- Physical security of the premises

Who can access to your personal data and to whom is it disclosed?

Designated SESAR 3JU staff members: Facility team and staff members in charge of the visit

You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. Under certain conditions, you have the right to ask that we delete your personal data or restrict its use. You have the right to object to our processing of your personal data, on grounds relating to your particular situation, at any time. In addition, you have the right not to be subject to a decision based solely on automated processing of data, including profiling, if such decision has legal effect on him or her, except for certain situations, such as entering into a contract (as required by articles 14-24 of EU DPR Regulation).

Information on action taken on the data subject's request to exercise her/his rights shall be provided without undue delay and in any case within one month of receipt of the request. In case of complex or voluminous requests, this period may be extended by another two months, in which case the JU will inform the data subject.

The content of these rights is detailed in the [Data Protection Notice page in SESAR 3 JU website](#) which contains also information about the contact points and recourse (see dedicated point below).

How to withdraw your consent and the consequences of doing this

The lawfulness of this processing is not based on consent withdrawal is not applicable.

Could your rights be restricted in very exceptional circumstances?

Possible restrictions to data subject's rights may apply as foreseen in Article 25 of the Regulation, as laid down in Decision GB(D)06-2021 on *Internal rules concerning the restrictions of certain rights of data subjects in the framework of the functioning of the SESAR 3 JU*, available in the [Official Journal](#) in all EU languages.

How long is the data retained?

Visitors or contractors data are stored in IDMS and retained for two years for insurance purposes.

Complaints, concerns and recourse

Should you have any complaint or concern you may contact:

For the part of the process conducted by SESAR 3 JU:

- the Data Protection Officer of the SESAR 3 JU at sju.data-protection@sesarju.eu, and
- the Resources unit, Support services at Facility@sesarju.eu

For the part of the process conducted by EUROCONTROL:

- the Data Protection Officer of EUROCONTROL at data-protection-officer@eurocontrol.int

In addition, as a data subject, you have a right to recourse to the [European Data Protection Supervisor](#) (EDPS) at any time by e-mail to edps@edps.europa.eu or a letter to the EDPS postal address marked for the attention of the EDPS: European Data Protection Supervisor, Rue Wiertz 60, B-1047 Brussels, Belgium.