ACER
Agency for the Cooperation of Energy Regulators

Data Protection Tool

Data Protection Notification

dpn01724

1. Controller

Name of creator	Aimilianos Marcossian
Supervisor	Alexandros Kaltsogiannis
Department	Administration
Head of department	Olga Borissova
Version of the notification	

2. Processing Operation(s)

2.1 Name	Wifi for external users
2.2 Short process description	This is a complimentary service provided to ACER guests so they can access the Internet. WiFi service is also used by ACER staff
2.3 Purpose(s) (why is the personal data collected and processed)	

WLAN technology dictates the use and logging of IP address and MAC address of connected clients.

2.4 Type of processing

- [x] Electronic
- [ ] Paper

2.4.1 Where Electrocnic data is stored

- [ ] Stand alone PC
- [x] Agency's network server
- [ ] Internet
- [ ] Intranet
- [ ] Other

2.5 Internal compliance check foreseen in 02/10/2017

2.6 Is any further processing for historical, statistical or scientific purposes envisaged? ○ Yes ◉ No

3. Categories of personal data collected

Retention Period

- [ ] Name
- [ ] contact information
- [ ] Identification numbers
- [ ] Pay/allowance/bank account
- [ ] Recruitment and contracts
- [ ] Career
- [ ] Telephone number & communications
- [ ] Social security/pension
- [ ] Expenses
- [ ] Health/medical expenses
- [ ] Physical characteristics
- [ ] Private sphere
- [ ] Leave/absences
- [ ] Mission/journey

- [ ] Location data
- [ ] Device used
- [ ] Online identifier
- [ ] Websites visited
- [x] IP address — 1 Day(s)
- [x] Other — 1 Day(s)

MAC address
The information is retained during the period on which the user is connected

3.2 Justification for retention period

As defined by the hardware vendor

3.3 Collection of personal data with specific risks to the rights and freedoms of data subjects (subject to prior checking by EDPS)

- [ ] Data related to health and to (suspected) offences, criminal convictions or security measures
- [ ] Data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)
- [ ] Data allowing linkages between data processed for different purposes
- [ ] Data collected for the purpose of excluding individuals from a right, benefit or contract
- [x] Not relevant

3.4 Special categories of personal data (only to be processed under certain conditions)

- [ ] Data revealing racial or ethnic origin
- [ ] Data revealing political opinions
- [ ] Data revealing religious or philosophical beliefs
- [ ] Data revealing trade-union membership
- [ ] Data concerning sex life
- [ ] Data concerning health
- [x] Not relevant
- [ ] Other

4. Persons whose personal data is processed

- [ ] Staff member
- [ ] Visitor
- [ ] Candidate
- [ ] External Person
- [ ] Stakeholder
- [ ] Contractor
- [ ] Applicant
- [ ] Delegate of Member State
- [ ] Delegate of EU Institution
- [ ] Tenderer
- [x] Other

Any person using the Wifi

5. Information to data subjects

5.1 How are subjects informed

- [ ] Information is provided on ACER website
- [ ] Information is provided on Intranet
- [x] Information is provided on

  Wifi logon page as disclaimer

- [x] Standard data protection notice
- [ ] Individual written notice
- [ ] Training(s)
- [ ] Procurement Documents
- [ ] Other

Additional information

5.2 Data subject's rights:

To have access	○ Yes	● No
To rectify	○ Yes	● No
To block	○ Yes	● No
To erase	○ Yes	● No
To object	○ Yes	● No

5.3 How can data subjects exercise their rights (describe the procedure you have put in place)

The information is retained during the period on which the user is connected after disconnection the logged information is discarded

6. Legal Basis of the Processing Operation(s)

- [x] Article 5(a) of Regulation 45/2001
("processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties establishing the European Communities or the other legal instruments adopted on the basis thereof [...]")

Legal Instrument:

- [ ] Article 5(b) of Regulation 45/2001
("processing is necessary for compliance with a legal obligation to which the controller is subject")
- [ ] Article 5(c) of Regulation 45/2001
("processing is necessary for the performance of a contract to which the data subject is party [...]")
- [ ] Article 5(d) of Regulation 45/2001
("the data subject has the unambiguously given his or her consent")
- [ ] Article 5(e) of Regulation 45/2001
("processing is necessary in order to protect the vital interests of the data subject")

Additional information

Limited amount of personal data (IP/MAC address) is collected due to the standards and protocols the network devices are conforming to and need in order to operate properly

7. Recipient(s)

Please describe recipients within the Agency

IT service Officer

8. Processor

8.1 Is part of processing performed by an external processor (contractor)

○ Yes ◉ No

9. Transfer to 3rd Parties

9.1 Is personal data transferred within or between EU Institutions, agencies or bodies?

○ Yes ◉ No

9.2 Is personal data transferred to recipients subject to Directive 95/46/EC (e.g. private sector companies) ?

○ Yes ◉ No

9.3 Is personal data transferred to recipient outside EU?

○ Yes ◉ No

11. Inspection Policy

11.1 Notification classification

☐ Public
(data will be disclosed on ACER intranet or website)

☑ Restricted
(data will not be disclosed on ACER intranet or website)

11.2 Grounds for restriction

☐ Article 4.1.(a) of Regulation 1049/2001
(protection of public interest)

☐ Article 4.1.(a) of Regulation 1049/2001
(protection of privacy)

☑ Not Relevant

☐ Other

Additional information

Restricted for information security operational purposes

12. Controller Comments

13. Supporting Documents

Select...

Click here to attach a file

Insert Document

Signatures

	Name	Sig.	Date
Creator	Aimilianos Marcossian	✓	2017-09-25

I hereby declare that the information provided and statements made in this notification are true and in accordance with EU Regulation 45/2011 to the best of my knowledge and belief

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Data Protection Officer

(EDPS case number)

I hereby declare that i have assisted the controller in practice in preparation of this notification and informed the controller in practice, as appropriate, of obligations pursuant to EU Regulation 45/2001

Stakeholder

Insert Stakeholder

Supervisor Alexandros Kaltsogiannis 2017-10-27

Head of Department

Save