



Brussels, 3 July 2012

**Committee of the Regions and European Economic and Social Committee
video-surveillance policy (Information for the public)**

1. Objective and scope of the Committees' video-surveillance policy

The Committees use a video-surveillance system to safeguard its buildings, property, staff and visitors. The video-surveillance policy and its appendices describe the Committees' video-surveillance system and the safeguards that they take to protect the personal data, privacy and other fundamental rights and legitimate interests of individuals recorded by the cameras.

2. Legitimacy and legal basis of video surveillance

Our video-surveillance system is necessary to the management and operation of the Committees (for security and access control purposes), and its use is therefore lawful (see Chapter 5.2 of the EDPS video-surveillance guidelines of 17 March 2010). The video-surveillance policy provides a more detailed and specific legal basis for video surveillance, and in turn forms part of a broader set of security policies adopted by the Committees.

3. Access to and disclosure of information

3.1 Internal security staff and external security guards

The recordings are accessible to only two officials within the Committees' internal security service. The live images are also accessible to the security guards on duty, who are employed by an external security company.

3.2 Data protection training

All staff members with access rights, including security guards, have received data protection training. Training for security guards forms part of their basic training. Each new member of staff receives training, and refresher courses on compliance with data protection rules are held at least once every two years, aimed at all staff members with access rights (see Chapter 8.2 of the EDPS video-surveillance guidelines of 17 March 2010).

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4. Protection and safeguarding of data

A number of technical and organisational measures have been taken to secure the video-surveillance system, including the personal data.

5. Informing the public

5.1 Notices at the entrances to Committee buildings

Notices posted on site inform the public that video surveillance is in place, and provide essential information on data processing. These notices are posted at all entrances to Committee buildings, including entrances to the car parks.

5.2 Version available at reception

Copies of this video-surveillance policy are also available from the security service (secu@eesc.europa.eu) and from the reception of each of the Committee buildings.

5.3 Publication on the Internet

This document is the public version of the video-surveillance policy published on the intranet and on the Committees' websites.

6. Ability for members of the public to check, change or delete information relating to them

Members of the public have the right to access the personal data we hold relating to them, and to rectify and supplement this data. All requests for access, rectification, blocking and/or deletion of personal data must be sent to the security service's functional inbox (secu@eesc.europa.eu).

We do not currently ask for payment from people who ask to view or be sent a copy of images of them, but we reserve the right to charge a reasonable fee should the number of access requests increase.

An access request may be rejected in the exact circumstances subject to an exemption under Article 20(1) of Regulation (EC) No 45/2001.

7. Right of appeal

Anyone has the right to have recourse to the European Data Protection Supervisor (edps@edps.europa.eu) if they consider that their rights under Regulation (EC) 45/2001 have been infringed as a result of the Committees' processing of their personal data. We recommend that, before doing so, individuals first try to obtain remedy by contacting:

- the head of the security service, secu@eesc.europa.eu
 - the CoR's data protection officer, data.protection@cor.europa.eu
 - the EESC's data protection officer, data.protection@eesc.europa.eu
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