

PRIVACY NOTICE FOR VISITORS TO ESS

1. Introduction

The European Spallation Source ERIC (ESS) takes the privacy rights of individuals very seriously. ESS complies with personal data laws (GDPR) by keeping your personal data up-to-date, protecting your information from loss, misuse, unauthorised access and disclosure by ensuring appropriate technical measures are in place.

2. How will you use my information?

We will use your information:

- to process your request to visit ESS,
- to ensure only properly registered individuals are permitted on ESS premises,
- to provide a more personalised experience at ESS,
- for statistical purposes, and
- for physical security reasons.

3. Will my personal data be sent to countries outside the EEA?

ESS will not send your personal information outside the European Economic Area (EEA). We may circulate your personal data to the other individuals in your visitor group in the form of agendas or schedules.

4. Why are you allowed to use my personal data?

We have a legitimate business interest in collecting and using your personal data to ensure registered visitors are permitted on ESS premises for the purposes stated in section 2.

5. How long is my personal data stored?

Your personal data will be stored in the ESS IT system for 60 days after your visit.

6. What if I do not register before my visit?

If you do not register before your visit to ESS then you may not enter ESS premises.

7. Will my personal data be secured?

The system is hosted on the ESS premises and has the same backup regime as most of the other systems. Communication to the system is encrypted.

8. Photographs

ESS uses photographs taken during visits:

- to illustrate monthly/yearly statistics and presentations
- in publications, such as the activity report
- on the ESS public webpage

ESS has a right to use such photographs under Swedish law. These photographs will be stored on ESS IT systems for two (2) years.

9. What rights do I have?

Unless subject to an exception, you have:

- (a) The right to withdraw consent at any time for any reason;
- (b) The right to request a copy of your personal data held by ESS;
- (c) The right to request ESS transmit your personal data to another data controller/entity;
- (d) The right to request ESS correct any personal data if it is found to be inaccurate or out-of-date;
- (e) The right to request your personal data be erased when it is no longer necessary for ESS to retain such data;
- (f) The right to request a restriction on further processing when there is a dispute over the accuracy of personal data stored;
- (g) The right to lodge a complaint with the Swedish Data Protection Authority (Sw: Datainspektionen).

10. Who can I contact?

- (a) **For ESS Staff**

You may exercise your rights by submitting a ticket in the internal ESS IT systems.

- (b) **For non-ESS Staff**

For individuals who are not authorised in the internal ESS IT system, you may submit questions or exercise your rights by e-mail: privacy@esss.se

11. Who else can I contact?

If you believe there has been a violation of your personal data protection rights, you may e-mail privacy@esss.se to discuss a solution.

At any time, you have the right to communicate directly with the Swedish Data Protection Authority (Sw: *Datainspektionen*) at:

Datainspektionen
Box 8114
104 20 Stockholm
Telefon: 08-657 61 00

E-post: datainspektionen@datainspektionen.se
Fax: 08-652 86 52