Your rights regarding the processing of personal data as a visitor to the General Directorate of Immigration of the Ministry of Home Affairs

1. **Contact Details of the DGIM and its Data Protection Officer**

The General Department of Immigration of the Ministry of Home Affairs (the "DGIM") collects and processes personal data about you (the "data") as part of its public interest missions and legal obligations. For visitors, it performs two types of processing, namely the collection of data within the framework of video surveillance and the maintenance of a visitor register.

The contact details of the DGIM, acting as the data controller, are as follows:

Ministry of Home Affairs

General Department of Immigration

Address: 26, route d’Arlon L-1140 Luxembourg

Postal address: B.P. 752 L-2017 Luxembourg

Phone : (+352) 247-84040

Email address: immigration.public@mai.etat.lu

For any questions regarding the processing of your data by the General Department of Immigration, please contact our Data Protection Officer:

* by email: immigration.dataprotection@mai.etat.lu
* Postal address: General Department of Immigration B.P. 752 L-2017 Luxembourg
1. **Lawfulness and purposes of processing and categories of data processed**

*Lawfulness of Data Processing*

The use of the video surveillance system and the visitor register is necessary to ensure the proper functioning of the DGIM and the execution of its public interest mission (Article 6, (1), e) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter the "GDPR")) and its legal obligations under applicable legislation, including:

* Articles 4, d) and 7 of the Law of 19 March 1988 on security in state administrations and services, public establishments, and schools;
* Article 32 (3) of the Law of 16 April 1979 establishing the general status of state officials;
* Articles 20.1 and following of the amended Grand-Ducal Regulation of 13 June 1979 on security guidelines in the public service.

Data processing is therefore primarily necessary to comply with a legal obligation to which the DGIM is subject and/or alternatively to perform a task carried out in the public interest (Article 6, (1), e) of the GDPR). Alternatively, the processing may be necessary for the purposes of legitimate interests (Article 6, (1), f) of the GDPR) pursued by the DGIM.

*Categories of Data Processed*

For visitors, the DGIM collects and processes the following categories of data:

* By the visitor register:
* Identity data (name, date of birth, company/administration);
* License plate numbers of your vehicle (if parking space reservation);
* By video surveillance:
	+ Video recordings (images without sound) of the entrances and exits of the DGIM as well as the waiting rooms.

*Purposes of Processing*

The purposes of processing your data are as follows:

* Access control to the building;
* Access control to the parking lot;
* Protection of DGIM property (building, facilities, equipment, etc.);
* Ensuring the safety of staff and visitors;
* Detecting potentially suspicious or dangerous behaviors that could cause accidents or incidents;
* Precisely identifying the origin of an incident;
* Organizing and supervising a rapid evacuation of people in the event of an incident and being able to alert emergency services, fire services, or law enforcement in a timely manner and facilitate their intervention;
* Determining the perpetrator of an accident or incident.
1. **Data sources and recipients**

As a visitor, there are no other data collections than direct collection. Regarding access to surveillance images, only the security service, i.e., the on-site agent, has direct access to the images. Dedicated DGIM agents can view surveillance images during the retention period. In the event of an incident, the images and data may be transmitted to the Grand Ducal Police.

1. **Collection of data from the data subject: Mandatory nature of data provision and consequences of refusal to provide data**

The provision of data by you to the DGIM is mandatory. A refusal on your part to provide the requested data results in an inability to access DGIM facilities.

1. **Retention period**

Video surveillance images are kept for 8 days on DGIM servers. Some images may be kept for a longer period as part of an investigation or to serve as evidence in a security incident. Visitor registers are kept for 5 years.

1. **Transfer of your data to a third country**

Your data is generally processed within the European Economic Area. However, the DGIM may transfer your data to a third country (i.e., outside the European Economic Area) or an international organization in duly justified exceptional cases. Data transfers are carried out in compliance with the conditions set out in Chapter V of Regulation (EU) 2016/679 (applying the derogations for specific situations (Article 49 of the said regulation)). More information on possible international data transfers can be obtained from our Data Protection Officer.

1. **Rights of the data subject**

You have the rights provided by the provisions of Chapter III (Articles 12 to 22) of Regulation (EU) 2016/679. You can thus, within the limits of applicable legislation, access the data concerning you and obtain a copy (Article 15), obtain the rectification of inaccurate or incomplete data (Article 16), and obtain the erasure of such data under the conditions provided by Article 17 of the said regulation. You also have, within the limits of applicable legislation, the right to object to the processing of your data under the conditions provided by Article 21 of the GDPR. You also have, in certain cases, the right to restrict the processing of your data (Article 18). Please note that the processing of your data does not involve automated decision-making producing legal effects concerning you or significantly affecting you in a similar way.

If you wish to exercise these rights or for any request related to data protection, you can contact the DGIM Data Protection Officer.

1. **Complaint to the National Commission for Data Protection (CNPD)**

If, after contacting us, you believe that the processing of your data by the DGIM constitutes a violation of Regulation (EU) 2016/679 or that your rights provided by the said regulation are not respected, you can file a complaint with a data protection supervisory authority, namely in Luxembourg the National Commission for Data Protection (CNPD) (<https://cnpd.public.lu> ; 15, Boulevard du Jazz, L-4370 Belvaux; Tel.: (+352) 26 10 60-1).