

## Information on the video surveillance system installed in our agency in Esch-sur-Alzette

### 1. Object of the processing (controller, purpose and legal basis)

The National Employment Agency (*Agence pour le développement de l'emploi*, hereafter "**ADEM**" or "**we**") acting as a data controller has placed the premises of its Esch-sur-Alzette agency (located at 1, Boulevard Porte de France, L-4360 Esch-sur-Alzette) under video surveillance.

The purposes of the video surveillance system are the following:

- secure the access to our building ;
- ensure the safety of staff and clients ;
- detect and identify potentially suspicious or dangerous behaviour that could lead to accidents or incidents ;
- identify the origin of an incident ;
- protect property (buildings, installations, equipment) ;
- be able to alert the emergency services, fire brigade or law enforcement authorities in due time and facilitate their intervention.

We do not use the images recorded in this device for surveillance of the personnel or for the control of the working hours.

The legal basis for the processing is ADEM's legitimate interest in ensuring the security of its staff and property in accordance with Article 6.1(f) of the General Data Protection Regulation (GDPR).

### 2. Personal data and categories of data subjects

The persons concerned by the video surveillance are ADEM staff and third parties visiting the Esch-sur-Alzette agency (visitors, clients, external service providers, suppliers, etc.).

The data processed are the images captured by all the cameras transmitted in real time, for viewing purposes, on control monitors and recorded on an ADEM computer system.

### 3. Recipients

In the event of an incident, the images may be viewed by authorised ADEM staff, namely the staff in charge of security, the Head of the Esch-sur-Alzette agency and members of the Management Committee. We may also share the data with the law enforcement authorities.

### 4. Retention period

The images are kept for 8 (eight) days from the date of their recording.

In the event of an incident linked to the security of persons and property, the video surveillance images may nevertheless be extracted from the system. They are then kept on another storage device for the time needed to settle the procedures linked to this incident and are accessible only to persons authorised in this context.

## 5. Rights of data subjects

You can access your data or request their deletion. You also have the right to object and the right to restrict the processing of your data.

To exercise these rights or if you have any questions about the processing of your data in this framework, you can contact our Data Protection Officer (DPO).

- Contact our DPO by email : [info.rgpd@adem.etat.lu](mailto:info.rgpd@adem.etat.lu)
- Contact our DPO by post :

ADEM  
Data Protection Officer  
B.P. 2208  
L-1022 Luxembourg

If you feel, after contacting us, that your rights under the GDPR are violated or that the video surveillance system does not comply with the data protection rules, you can submit a complaint to the CNPD (*Commission nationale pour la protection des données*), as supervisory authority, online or by post.