



PRIVACY STATEMENT

FOR THE PURPOSE OF PROCESSING PERSONAL DATA RELATED TO VISITORS TO THE DETENTION FACILITIES

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1. INTRODUCTION

The Kosovo Specialist Chambers (KSC) is committed to meeting the highest standards when collecting and using personal information. In accordance with Article 34(11) of the Law No 05/L-053 on Specialist Chambers and Specialist Prosecutor's Office, the Data Protection Officer of the KSC shall be guided by EU standards on data protection. This privacy statement tells you what to expect when the KSC collects personal information. It applies to information we collect for the purpose of processing data relating to family and other personal visitors to the Detention Facilities located in the Dutch Prison PI Haaglanden or visits conducted via video-link.

2. PURPOSE OF THE PROCESSING OPERATION

The purpose is to administer the visitor approval process managed by the Detention Management Unit. The administration process includes visitor identification and verification of information supplied by the visitor, evaluation of the purposes of the visit and, if approved, confirmation of the date and duration of the proposed visit. Visa formalities may also be facilitated on the basis of information provided by the visitor. The activities of approved visitors will be monitored by CCTV during their visit to the Detention Facilities for the maintenance of security.

3. DATA PROCESSED

Only data necessary to fulfil the above purposes is used. The personal data which may be processed for that purpose are the following:

- Name of Detainee
- Date and duration of proposed visit
- Visitor information:
 - Birth date and location;
 - Passport details;
 - Contact details (address, phone numbers, e-mail address).
- Background information:
 - Government or public service career;
 - Criminal record;
 - Witness history;
 - Media involvement.
- Relationship to the Detainee:
 - Family or other relationship.
- Documentary evidence:
 - Picture page of passport photo;
 - Marriage certificate or equivalent or documentation of partnership status and/or parental relationship;
 - Birth certificate.
- Visa formalities (if relevant):
 - Travel itinerary, including flight details;
 - Proof of financial means;
 - Proof of travel insurance;
 - Location where your visa for the Netherlands will be issued.
- Signature/declaration.

Approved visitors will be monitored by CCTV within the perimeter of the Detention Facilities.

Appropriate organisational and technical measures are implemented to maintain the security of personal data and to prevent unauthorised access, alteration, deletion, and disclosure of data.

4. CONTROLLER OF THE PROCESSING OPERATION

The controller determining the purpose and the means of processing activity is the Kosovo Specialist Chambers. Visitors to the Detention Facilities will also be monitored by CCTV jointly controlled with the Dutch Prison Service (<https://www.dji.nl/english/>).

5. RECIPIENTS OF DATA

The recipients of your personal data may be:

- Assigned staff members of the Detention Management Unit and the Head of the Division of Judicial Services;
- Assigned staff members of the Safety & Security Unit;
- Authorised staff of the Immediate Office of the Registrar and members of senior management;
- Host State authorities;
- Providers of secure video meeting services;
- Internal and external auditors.

6. PROVISION, ACCESS AND RECTIFICATION OF DATA

You may request access to your personal data and you may request that any inaccurate or incomplete personal data be corrected; you may request deletion of your personal data if the Kosovo Specialist Chambers do not have a basis for its retention.

7. BASIS FOR THE PROCESSING OPERATIONS

The processing of your data, including special categories of personal data, is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller; and in compliance with a legal obligation to which the controller is subject (the Rules of Detention and the Practice Direction on Visits and Communications adopted pursuant to Detention Rule 63).

8. RETENTION PERIOD FOR STORING DATA

Personal data relating to the administration of detainee visits process forms part of the official judicial support record and may be retained permanently for archival and historical purposes.

9. CONTACT

In case you have questions or queries related to the processing of your personal data, please contact the Data Protection Officer at dataprotection@scp-ks.org.

10. RECOURSE

After the receipt of a response from the Data Protection Officer, you have at any time the right of recourse by contacting LegalCounsel@scp-ks.org within the Immediate Office of the Registrar.