Europäisches Patentamt
European Patent Office
Office européen des brevets

EPO COVID-19 self-declaration form for visitors

Dear Sir/Madam,

To prevent the spread of COVID-19 in our offices and to reduce the risk of exposure for our staff and visitors, the EPO has put in place special measures for scheduled meetings and events. We are therefore asking all visitors to abstain from visiting the EPO if they have recently visited a high-risk area, unless they confirm they had a negative result from a test that was taken at the earliest on the fifth day after they left the high-risk area. Earlier tests cannot be accepted. If you refuse to provide confirmation, access to the Office's buildings may be denied. This will allow us to take the measures needed to protect you and everyone in this building. Thank you for your time.[1]

Visitor's full name:	
Contact telephone number:	
Meeting venue/building/department you are visiting:	
EPO contact person	Recorded by (security officer staff number):

	Self-declaration by visitor
1	To your knowledge, you have not been in contact with anyone confirmed or suspected as having COVID-19 within the past 14 days.
2	You have not experienced any cold- or flu-like symptoms in the past 14 days (such as fever, cough, sore throat, respiratory illness, difficulty breathing).
3	In the past 14 days, you have not been to a high-risk area as defined by national authorities in the country where you are visiting the EPO (Germany, the Netherlands, Austria). If you have been, you confirm you have a negative result from a test that was taken at the earliest on the fifth day after you left the high-risk area. Date you left the high-risk area: Date of negative Covid-19 test:

Signature (visitor):_____ Date:_____

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DATA PROTECTION NOTICE

[1] The information requested is necessary for reasons of public interest in the area of public health and in order to protect the vital interest of individuals pursuant to Article 5(f) of the Guidelines for the protection of personal data in the European Patent Office (DPG), as well as for the public interest in the exercise of the EPO's duty of care in line with Article 5(a) DPG. If you opt to provide the requested information, the EPO will process your personal data in accordance with the DPG and will retain it only as long as is necessary to fulfil the purposes mentioned above while ensuring the appropriate level of security. The EPO will delete your personal data as soon as it is no longer necessary, if possible within 14 days after the date of the meeting/event, unless otherwise required for reasons of public health protection, for instance to ensure the possibility of issuing a warning to individuals at risk of infection having been present at a meeting/event on a given date. If necessary and in line with recommendations issued by international health authorities, the collected data may be shared with the relevant national public health authorities and with the EPO Health and Safety department to ensure compliance with public health regulations. You may opt not to provide any information in response to the above statements and not to attend the meeting/event. This way the EPO will not process your personal data. Please note that non-attendance at a meeting/event could have many reasons, therefore not attending or choosing to participate instead via audio- or videoconference is no indication of having confirmed any of the above statements. If you opt to provide information to the EPO (either confirming or not any of the statements above) the aforementioned rules on retention and security will apply for as long as the EPO retains the data.

The data controller is the EPO's PD General Administration.

For queries contact PD 4.4 (info@epo.org)