

RECORD OF PROCESSING ACTIVITY

IT support to administrative enquiries

1. Controller(s) of data processing activities

Controller: European Central Bank (ECB)

Contact details:

European Central Bank
Sonnemannstrasse 22
60314 Frankfurt am Main
Germany

E-mail: info@ecb.europa.eu

Organisational unit responsible for the processing activity:

Directorate General Information Systems

Data Protection Officer (DPO): DPO@ecb.europa.eu

2. Who is actually conducting the processing activity?

The data is processed by the ECB itself

The organisational unit conducting the processing activity is:

DG-IS Digital Security Services Division (DG-IS DSS).

The data is processed by a third party (contractor) or the processing operation is conducted together with an external third party [mention third party]

Link to privacy statement if available

3. Purpose of the processing

DG-IS DSS, upon a duly authorised request by the Executive Board and ex-ante notification to ECB's DPO, may provide specific data stored in ECB IT systems (which may contain personal data) to D-IA ASI and the selected Administrative Inquiry panel members, to support Administrative Inquiry investigations.

D-IA ASI may further process this data in line with the ECB Administrative Circular on Administrative Inquiries and as described in the [Record of Processing Activity for Administrative Inquiries](#).

4. Description of the categories of data subjects

Whose personal data are being processed?

- ECB staff
- Externals (agency staff, consultants, trainees or secondees)
- NCB or NCA counterparts (in the ESCB or SSM context)
- Visitors to the ECB, including conference participants and speakers
- Contractors providing goods or services
- Complainants, correspondents and enquirers
- Relatives of the data subject
- Other (please specify): Generally, anyone whose personal data is stored in ECB IT systems which could fall into the scope of an Administrative Inquiry. The overarching [Administrative Inquiry process](#) may expand on the list of data subjects.

5. Description of the categories of personal data processed**(a) General personal data:**

The personal data contains:

- Personal details (name, address etc)
- Education & Training details
- Employment details
- Financial details
- Family, lifestyle and social circumstances
- Goods or services provided
- Other (please give details): In general, data contained in ECB IT systems (e.g., business email and chat contents, access records to business IT systems, files, etc.) which potentially may, but do not necessarily nor likely contain personal data of the above categories. Typically, the requested data could include email addresses, user identifiers, mailbox contents, call and email records, and files contained in network shares, mobile devices, or computers.

(b) Special categories of personal data

The personal data reveals:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership

<input type="checkbox"/> Genetic data, biometric data for the purpose of uniquely identifying a natural person or data concerning health <input type="checkbox"/> Data regarding a natural person’s sex life or sexual orientation

6. The categories of recipients to whom the personal data have been or will be disclosed, including the recipients of the data in Member States, third countries or international organisations

DG-IS DSS only provides this data to D-IA ASI and other specific ECB staff which are appointed members of the Administrative Inquiry Panel, which may further process the data in the context of its [Administrative Inquiry process](#).

7. Transfers to/Access from third countries or an international organisation

Data are processed by third country entities:

Yes
 Specify to which countries:
 Specify under which safeguards:

No

8. Retention time

The personal data will be deleted within 6 months of receiving notice of the closure of the Administrative Inquiry.