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ECB-PUBLIC  
UPDATABLE

## RECORD OF PROCESSING ACTIVITY

Forward leave planning

### 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](mailto:info@ecb.europa.eu)

Organisational unit responsible for the processing activity: various organisational units

Data Protection Officer (DPO): [DPO@ecb.europa.eu](mailto: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: various organisational units

### 3. Purpose of the processing

The purpose of the processing is to ensure effective work planning at divisional level. An overview of planned absences is maintained which may include absences due to annual or special leave, attendances of external meetings or training events, etc.

**4. Description of the categories of data subjects**

- ECB employee(s)
- Externals (agency staff, consultants, trainees or secondees)

**5. Description of the categories of personal data processed**

- Personal details (name, address etc.)
- Employment details

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

- Data subjects themselves
- Managers of data subjects
- Designated ECB staff members

**7. Retention time**

Up to one year after the end of the calendar year to which the data refers.