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ECB-PUBLIC
UPDATABLE

RECORD OF PROCESSING ACTIVITY

Work plans and distribution of tasks and responsibilities

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: various organisational units

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: various organisational units

3. Purpose of the processing

The purpose of the processing is to ensure the smooth running of business areas on a day-to-day basis as well as to allow for efficient local work planning. Lists of tasks and responsibilities assigned to members of staff are tracked in documents. These lists can include regular tasks or ad-hoc or project-like activities assigned to specific individuals

or teams.

4. Description of the categories of data subjects

- ECB employee(s)
- Externals (agency staff, consultants, trainees or secondees)
- NCB or NCA counterparts (in the ESCB or SSM context)
- Contractors providing goods or services

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
- Designated NCB or NCA staff members in the ESCB or SSM context

7. Retention time

Data is kept up-to-date and only for as long as it is valid. Information is overwritten with updates. Documents relating to a specific calendar year are deleted after five years

following the end of such calendar year.