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ECB-PUBLIC UPDATABLE

RECORD OF PROCESSING ACTIVITY

Maintenance of the Digital Personnel File

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 Human

Resources, Employee Services Division

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:

Directorate General Human Resources/ Employee Services Division

3. Purpose of the processing

Staff administration: the digital file contains all HR-related documents in an electronic personnel file.

4. Description of the categories of data subjects	
\boxtimes	ECB employee(s)
\boxtimes	Externals (agency staff, consultants, trainees or secondees)
\boxtimes	NCB or NCA counterparts (in the ESCB or SSM context)
\boxtimes	Complainants, correspondents and enquirers
\boxtimes	Relatives of the data subject

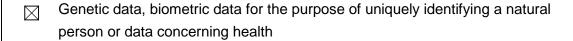
5. Description of the categories of personal data processed

General personal data:

- Education & Training details
- Financial details
- Family, lifestyle and social circumstances (family status, certificates)
- Other:
 - dependants data
 - recruitment (selection, contractual provisions and mobility);
 - compensation (salary, child allowance & pre-school, education allowance, household allowance, benefits on appointment & termination of service, reimbursements & deductions, plus-payments);
 - working time (working time arrangements and leave management);
 - career development (appraisal, training);
 - health and safety (medical examination upon appointment, sick leave, accident and disability procedures, other medical information);
 - conduct & litigation (professional activity outside the ECB, internal and external appeals);

- pensions management (membership, investment, transfer-in, buying back service, leaver, retirement, quotations);
- death in Service information.

Special categories personal data



- 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

The general retention period for the digital personnel file is 10 years after all rights of the staff member or his/her dependents are extinguished.