



RECORD OF PROCESSING ACTIVITY

Processing of public access requests

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 Secretariat, Division Compliance and Governance

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

2. Who is actually conducting the processing activity?

- The data is processed by the ECB itself/Directorate General Secretariat, Division Compliance and Governance

3. Purpose of the processing

According to Decision of the ECB of 4 March 2004 on public access to ECB documents (ECB/2004/3) the Director General Secretariat and Language Services has the responsibility of processing the applications which often contain personal details of the

applicant, such as contact details and occupation.

4. Description of the categories of data subjects

- Any citizen or member of the public submitting a public access request

5. Description of the categories of personal data processed

- Personal details (name, contact details)
- Education & Training details
- Employment details
- Other: *Reasons for requesting access to documents*

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

- Designated ECB staff members
- Designated NCB or NCA staff members in the ESCB or SSM context
- Other: *Designated employees of other EU Institutions*

7. Retention time

Supporting documentation: 10 years after the request case has been closed.
 The final assessment (reply letter to the applicant and assessment memo) are kept permanently.