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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](mailto: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](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:

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

- ECB employee(s)
- Externals (agency staff, consultants, trainees or secondees)
- NCB or NCA counterparts (in the ESCB or SSM context)
- Complainants, correspondents and enquirers
- Relatives of the data subject

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

##### General personal data:

- Personal details (name, address etc)
- Education & Training details
- Employment 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**

- Genetic data, biometric data for the purpose of uniquely identifying a natural person or data concerning health

**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.