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ECB-PUBLIC
UPDATABLE

RECORD OF PROCESSING ACTIVITY

Staff administration

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.

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.



The data is processed by a third party (contractor) or the processing operation is conducted together with an external third party [Avature]

Contact point at external third party (e.g. Privacy/Data Protection Officer): Avature Data Protection Officer Ms Beatriz Quintana (beatriz.quintana@avature.net)

3. Purpose of the processing

The data are processed to allow the following ECB-wide activities:

- Organisational planning (including analysis and reporting);
- Personnel administration (including HR master data management and position planning);
- Payroll administration;
- Personnel time management (including attendances and leave administration);

- Learning solutions (including training administration);
- Personnel cost planning;
- Enterprise compensation management;
- Pension administration;
- Talent management and;
- Talent acquisition.

The solution software is SAP (mySAP ERP) and, in the context of talent acquisition and management, Avature.

4. Description of the categories of data subjects

- ECB employee(s)
- Externals (agency staff, consultants, trainees, secondees, prospects and applicants, headhunters)
- NCB or NCA counterparts (in the ESCB or SSM context)
- Visitors to the ECB, including conference participants and speakers

Contractors providing goods or services

Relatives of the data subject

5. Description of the categories of personal data processed

Personal details (name, address etc)

Education & Training details

Employment details

Financial details

Family, lifestyle and social circumstances

Goods or services provided

Other: *Appraisal, Leave, Pension*

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

For the activities outlined in section 3, the ECB Filing and Retention Plan sets out the following retention periods:

- Organisational planning (including analysis and reporting) – 5-10 years;

- Personnel administration – 10 years after all rights of staff member and/or dependents have expired;
- Payroll administration – 5-10 years;
- Personnel time management (including attendances and leave administration) – 1, 5, 10 years;
- Personnel development – 5-10 years;
- Learning solutions (including training administration) – 5-10 years;
- Personnel cost planning – 10 years;
- Enterprise compensation management – 10 years;
- Recruitment – 2-5 years;
- Pension administration – 10-20 years.