



Please do not fill in

Security and Safety Division  
Security Clearance

ECB-CONFIDENTIAL  
Personal

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Registration No: \_\_\_\_\_

## Self-declaration form for security clearance

ECB personnel No:  
(if known) \_\_\_\_\_

ECB contact person: \_\_\_\_\_

### PERSONAL DATA (mandatory)

Please complete using block capitals

Female  Male  Non-binary

Surname \_\_\_\_\_

First name(s) \_\_\_\_\_ Maiden name \_\_\_\_\_

Street, number \_\_\_\_\_

Postal code \_\_\_\_\_ City/town \_\_\_\_\_

Country \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_ Country of birth \_\_\_\_\_

Private email address \_\_\_\_\_ Telephone No \_\_\_\_\_

Your personal data will be stored in our Security Clearance Database so we can send you relevant information.

### COMPANY DATA (mandatory for non-staff members and unescorted visitors)

Please complete using block capitals

Company name (company holding contract with ECB) \_\_\_\_\_

Street, number \_\_\_\_\_

Postal code \_\_\_\_\_ City/town \_\_\_\_\_

Country \_\_\_\_\_

**Security clearance questions (mandatory)**

**Have you ever been convicted of breaking the law (excluding minor traffic offences) in any country?** Limit your response to convictions whose record has not yet expired under national rehabilitation law.

Answer: YES  NO

If YES, please attach details of the nature of the conviction and the penalty (imprisonment, fine, etc.) to this declaration or send to [securityclearance@ecb.europa.eu](mailto:securityclearance@ecb.europa.eu).

**Are there any criminal cases pending against you or are you currently the subject of an investigation into a criminal offence in any country?** Limit your response to pending criminal cases and official investigations related to financial transactions and breaches of high ethical norms (e.g. conflicts of interest, corruption or any behaviour that might reflect adversely on your position as an employee of the ECB).

Answer: YES  NO

If YES, please attach details of the case or investigation to this declaration or send to [securityclearance@ecb.europa.eu](mailto:securityclearance@ecb.europa.eu).

**For selected candidates ONLY**

**Is there any impediment to you fulfilling your financial obligations both currently and in the near future?**

Answer: YES  NO

If YES, please attach details of your situation to this declaration or send to [securityclearance@ecb.europa.eu](mailto:securityclearance@ecb.europa.eu).

**Have you been declared bankrupt, or has there been a petition for bankruptcy filed against you within the last ten years?**

Answer: YES  NO

If YES, please attach details of your situation to this declaration or send to [securityclearance@ecb.europa.eu](mailto:securityclearance@ecb.europa.eu).

*In signing this form I declare that all answers given concerning the security clearance, including this self-declaration, are true and complete to the best of my knowledge and belief. I understand that any false statement, misrepresentation or material omission made in my answers, or other information given to or requested by the ECB, may provide grounds for the withdrawal of any offer made and the security clearance, or render my contract liable for termination.*

# Privacy statement for the security clearance process and access control system

## Applicable data protection framework

All personal data is processed in accordance with EU data protection law.<sup>1</sup>

## Controller

The ECB is the controller of the personal data and the Safety and Security Division in the ECB's Directorate Administration is the unit responsible for processing them.

## Purposes of processing personal data

Personal data, including an electronic photograph and a biometric template (if access is required to certain restricted areas with enhanced access control), will be used for the following purposes:

- granting security clearance<sup>2</sup>
- issuing an official ECB security badge
- managing physical security, in particular controlling access to the ECB's premises and reconstructing events during security-related incidents

## Legal basis for processing personal data

Your personal data is being collected and processed by the ECB in the performance of a task in the public interest, based on Article 5 (1) (a), Article 10 (2) (b) and Article 11 of Regulation (EU) 2018/1725.

## Categories of personal data processed

The following categories of personal data are processed:

- Personal details: identification data, e.g. name, surname, ID/passport number, gender and date of birth
- Electronic photograph
- Contact details, e.g. telephone number, email address and postal address
- Employment details, e.g. name of organisation
- Security clearance details: financial details, pending criminal cases and criminal records, etc.
- A biometric template, if access is required to certain restricted areas with enhanced access control
- Physical access-related details: location, date and time of scheduled visit/access requests (audit trail), vehicle registration plate, etc.

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<sup>1</sup> Regulation (EU) [2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

<sup>2</sup> Administrative process by which the ECB determines that there is no objection, from a security perspective, to a data subject performing duties or tasks at the ECB for which he/she has been employed or otherwise engaged, or moving unescorted within the ECB's premises.

## **Recipients of your personal data**

The ECB may disclose personal data to its authorised staff, which includes:

- All members of the panel that reviews the data subject's security clearance file
- Authorised internal and external security staff at the ECB
- Other dedicated ECB staff members providing opinions and advice in specific cases, such as Legal Services
- ECB staff members in the relevant business area (i.e. ECB internal management assistants and ECB project managers) overseeing the employment, contract or other engagement with the ECB
- Relevant internal and external staff conducting disciplinary and internal administrative inquiries or other procedures
- Internal and external IT staff who administer IT accounts
- A limited number of auditors conducting internal/external audits

The personal data collected will not be transferred to any EU institution or body, EU Member State or third country.

The Head of the ECB's Security and Safety Division, or the persons to whom authority to do so has been delegated, may contact the relevant authorities to verify the accuracy, authenticity, consistency or comprehensiveness of any document provided by you to obtain security clearance.

## **Retention period**

The ECB retains personal data and the security clearance file for the period of validity of the security clearance, for the period of employment, contractual or other engagement (including visits) with the ECB, and for one year after the end or termination of the employment or other engagement with the ECB.

Personal data that is generated by using the ECB security badge (audit trail data) are stored for a limited period of time not exceeding three months.

Data required in the context of an audit may be kept by external auditors for a maximum period of ten years.

After the retention period, the Head of the ECB's Security and Safety Division will arrange for the data to be deleted and the security clearance file to be destroyed.

### **Data subject's rights**

You have the right to access your personal data and correct any data that is inaccurate or incomplete. You also have (with some limitations) the right to delete your personal data, and to restrict or object to the processing of your personal data in line with Regulation (EU) 2018/1725.

You may provide the ECB with updated certificates of criminal records at any time during your employment relationship with the ECB. The ECB will include updated certificates in the security clearance file and will keep previous certificates of criminal records only until a decision related to the previous certificate has become final.

You can exercise your rights by contacting the Safety and Security Division (tel. +49 69 1344 7000; e-mail to [ssc@ecb.europa.eu](mailto:ssc@ecb.europa.eu)).

For queries relating to data protection, please contact the ECB's Data Protection Officer ([dpo@ecb.europa.eu](mailto:dpo@ecb.europa.eu)).

### **Data security**

Personal data is stored in the ECB's physical storage areas and IT systems. A strict system of access controls has been implemented to ensure that only authorised staff has access to the data stored therein.

### **Addressing the European Data Protection Supervisor**

If you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data, you have the right to lodge a complaint, at any time, with the [European Data Protection Supervisor](#).

### **Changes to this Privacy Statement**

This Privacy Statement may be changed to take into account new legal developments.

**ECB badge rules**

The ECB's **security badge** is to be used as a means of identification within the ECB, as well as to gain access to the ECB's premises and certain restricted areas. The security badge is strictly personal. Its use to give access to other persons is forbidden. The loss of a badge must be reported to the Security Service Centre without delay. A security badge becomes invalid once an employment contract ends. Upon termination of a contractual relationship with the ECB, the security badge and any keys that have been issued are to be returned promptly to the Security Service Centre.

*I confirm that I have read and understood the privacy statement and the ECB badge rules.*

**Date:**

**Name:**

**Original Signature:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Instructions

1. Complete, print and sign the self-declaration form (handwritten signature – no scan, no copy and no electronic signature), privacy statement and ECB badge rules.
2. Request a certificate of criminal records from your country's issuing authority (not older than two months) and attach the original to this form.

(European) certificate of criminal records country of residence
OR
country of birth/citizenship

### 3. Attach a copy of your ID document

To allow us to identify you uniquely, please attach an easily readable photocopy of both sides of your ID document to your self-declaration form. Your first name and surname(s), date of birth and place of birth must be clearly legible. You may black out all other information and your photo.

EU citizen	Or	Citizen of other country
Copy of personal ID		
OR		
Copy of passport		Copy of passport

### 4. Send the form and all other relevant documents by post

Please send the signed original of the self-declaration form, together with the original certificate of criminal records, the photocopy of your ID document and any additional information, in a stamped addressed envelope to:

**European Central Bank  
Security and Safety Division  
- Security Clearance -  
Sonnemannstrasse 20  
60314 Frankfurt am Main  
Germany**