

## RECORD OF PROCESSING ACTIVITY

### ISSUANCE OF THE UNION LAISSEZ-PASSER OF THE EUROPEAN UNION (EU LP) TO ECB STAFF MEMBERS AND SPECIAL APPLICANTS

#### 1. Controller(s) of data processing activities

Controller: European Central Bank (ECB)

Organisational unit responsible for the processing activity: *Directorate General Corporate Services / Directorate Administration / Security and Safety Division*

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

#### 2. Who is actually conducting the processing activity?

The following roles apply between the European Central Bank and the European Commission.

☒ The data is processed by the ECB itself

##### ECB as Controller

The organisational unit conducting the processing activity is the ECB's Security and Safety Division within the Directorate Administration of the Directorate General Corporate Services.

The ECB acts as the controller for all personal data, in particular biographical, of its own staff members and special applicants for the following processing activities:

- (pre-) enrolment of ECB staff members / special applicants (Biographical data);

The Commission acts as the controller for all other institutions' staff members, including ECB staff members for the following processing activities:

- enrolment of ECB staff members / special applicants (Biometric data);
- delivery by hand for ECB staff members / special applicants (Delivery data);
- remote delivery for ECB staff members / special applicants (Delivery data);
- production, personalisation of the external contractor (Data for the Union laissez-passers) (the external contractor acts as processor);

verification before delivery (Data on the Union laissez-passers).

- ☒ The data is processed by a third party (contractor) or the processing activity is conducted together with an external third party.

The data is processed by a third party (external contractor) or the processing activity is conducted together with an external third party.

The external contractor acts as processor on behalf of the Commission and, following the national rules he applies also (or not) as controller in the national system. The external contractor is hired by the Commission – [European Commission's online record of processing activity](#).

### 3. Purpose of the processing

Personal data are processed for the issuance of the Union laissez-passers for staff members of the European Central Bank (ECB), and special applicants.

The ECB's Security and Safety Division, within the Directorate Administration of the Directorate General Corporate Services collects personal data to authorise the issuance of the Union laissez-passer to ECB's staff members or special applicants as defined by [Council Regulation \(EU\) No 1417/2013](#) with a view of facilitating their work when travelling or residing abroad for service.

According to Council Regulation (EU) No 1417/2013, the Union laissez-passer must be accorded and issued solely in the interest of the Union. The Union laissez-passer may be issued to all eligible institutions' applicants (according to Council Regulation No 1417/2013 and to [Decision \(EU\) 2021/2321 of the European Central Bank](#)).

The European Commission coordinates the issuance process for all the institutions' applications within a single uniform system.

The ECB, will process the personal data of eligible staff members or special applicants necessary for the issuance of the Union laissez-passer, directly from the data subjects when filling in the application form. SET will ensure that the application form is approved as per -Decision (EU) 2021/2321 of the European Central Bank of 10 December 2021 on the delegation of decisions on the issuing of Union laissez-passer for applicants falling under the authority of the European Central Bank (ECB/2021/55).

The Commission, as the issuing authority, coordinates the implementation of Council Regulation (EU) No 1417/2013 to ensure that personal data are not made available to more persons than necessary.

The rationale for the procedure related to the issuance of the Union laissez-passer is the following.

- a) The Union laissez-passer is a travel document granted to a list of officials and other servants of the institutions. Council Regulation (EU) No 1417/2013 introduced a new category of so-called special applicants, as defined in Article 1 of Annex II to Council Regulation (EU) No 1417/2013.
- b) Council Regulation (EU) No 1417/2013 foresees capturing both biographical and biometric personal data (facial image and two digital fingerprints) to identify unambiguously the laissez-

passer applicant. This activity is conducted in the enrolment phase of the issuing process by the Commission.

c) In this context, the Commission would act on behalf of all institutions. For this purpose, the Commission runs two enrolment centres, one in Brussels and one in Luxembourg.

For the two other steps of the issuance process, the design and production of the Union laissez-passer and its personalisation, Council Regulation (EU) No 1417/2013 establishes that the Commission must designate an entity to be responsible 'taking into account the sensitive nature of the documents to be produced' and in accordance with the provisions applicable to the award of contracts. Finally, once personalised, the Union laissez-passer are sent back to the Commission to check the quality and readability and ensure the delivery of each of them hand by hand or through remote delivery to the final holder.

The personal data for the Union laissez-passer will not be used for an automated decision-making including profiling.

Each laissez-passer shall remain the property of the Union.

The privacy statement of the issuance of the Union laissez-passer is published on the [ECB website](#).

#### 4. Description of the categories of data subjects

*Whose personal data are being processed?*

- ☒ ECB staff
- ☐ Externals (agency staff, consultants, trainees or secondees)
- ☐ NCB or NCA counterparts (in the ESCB or SSM context)

☐ Visitors to the ECB, including conference participants and speakers

☐ Contractors providing goods or services

☐ Complainants, correspondents and enquirers

☒ Relatives of the data subject

☒ Other (please specify):

- Special applicants, as according to line a) below:\*

*\*According to the Council Regulation 1417/2013, special applicants mean the following applicants if they are on long stay outside the Union, including long-term posting:*

- a) *Family members of officials and other servants of the Union who fulfil the conditions laid down in Article 23 of the Commission's Staff Regulations of Officials or Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union to be issued the Union laissez-passer*

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

### (a) General personal data:

The personal data contains:

☒ Personal details (*name, surname, date of birth, place of birth, nationality, gender*, as established in Annex I of the [Council Regulation \(EU\) 1417/2013](#)).

☐ Education & Training details

☒ Employment details (*staff type, job information including assignment, job types, position, job titles, statutory link, external transfers or mobility, posting/address*)

☐ Financial details

☒ Family, lifestyle and social circumstances (*family position including the information (surname, name, date of birth, nationality, gender, address, link with the original holder) for each family member applying for a Union laissez-passer in*

*connection with an application for or the holding of a Union laissez-passers by the original holder).*

- ☐ Goods or services provided
- ☒ Other (please give details): *Detailed data included in each personalised Union laissez-passers may differ following the specific requirements inherent to each demand, in particular the position in the diplomatic list of mentions*

**(b) Special categories of personal data**

The personal data reveals:

- ☐ Racial or ethnic origin
- ☐ Political opinions
- ☐ Religious or philosophical beliefs
- ☐ Trade union membership
- ☐ Genetic data, biometric data for the purpose of uniquely identifying a natural person or data concerning health
- ☐ Data regarding a natural person's sex life or sexual orientation

**6. The categories of recipients to whom the personal data have been or will be disclosed, including the recipients of the data in Member States, third countries or international organisations**

- ☒ Data subjects themselves
- ☒ Managers of data subjects
- ☒ Designated ECB staff members

☐ Designated NCB or NCA staff members in the ESCB or SSM context

☒ Other (please specify):

- the ECB Director General Corporate Services and in the case of their unavailability, the ECB Director Administration is given the power to issue the Union laissez-passer to ECB applicants;
- designated staff members of the Commission\*\* and the external contractors used by the Commission, as identified in the [Commission's online record of processing activity](#).
- the data protection officers of all the institutions, services and bodies as well as agencies that are part to the system and have signed the Service Level Agreement with the Commission;
- the national authorities including those of third countries, responsible for border control;
- the national authorities in charge of security at the border, including at airports, maritime or fluvial ports, including those of third countries;
- the national authority responsible for the management of lost and/or stolen documents including those of third countries;
- the Court of Justice of the European Union and the national courts, including those of third countries, within the remit of their competences;
- the disciplinary bodies in the institutions, notably the Investigation and Disciplinary Office of the Commission;
- the European Anti-Fraud Office (OLAF);
- the Auditors;
- Europol;
- Interpol, Schengen Information System II, supplementary information request at the national entries (SIRENE);
- the European Union Agency for Law Enforcement Training (CEPOL);
- the Commission's central alert system 24/7 within the remit of its competences and on a need-to-know basis.

This list can be extended to hierarchical superiors of staff and of other persons executing tasks under their responsibility.

*\*All the persons with access to the service for the purpose of fulfilling their tasks in the Security and Safety Division of the ECB and in the Union laissez-passer pre-enrolment phase collection service and the Commission's Union laissez-passer central service in Brussels or Luxembourg.*

*\*\* Access to your personal data is provided to the Commission staff members responsible for carrying out this processing operation and to authorised staff members according to the 'need-to-know' principle. Further details on how the Commission processes your personal data can be found the Commission's Privacy Statement for the issuance of the laissez-passer of the European Union, accessible via the [European Commission's online record of processing activity](#).*

## 7. Transfers to/Access from third countries or an international organisation

Data are processed by third country entities:

☐ Yes

Specify to which countries:

Specify under which safeguards:

☐ Adequacy Decision of the European Commission

☐ Standard Contractual Clauses

☐ Binding Corporate Rules

☐ Administrative arrangement containing enforceable and effective data subject rights

If the third country's legislation and/or practices impinge on the effectiveness of appropriate safeguards, the personal data can only be transferred to, accessed from or processed in such third country when sufficient 'supplementary measures' are taken to ensure an essentially equivalent level of protection to that guaranteed within the EEA. These supplementary measures are implemented

on a case-by case basis and may be technical (such as encryption), organisational and/or contractual.

☒ No

## 8. Retention time

Refer to [ECB's Filing and Retention Plan](#)

Retaining personal data necessary to fulfil the purpose of collection or further processing of the Union laissez-passer, responds to the principle of proportionality and is accepted by the holder.

### The Commission:

- Fingerprints and the digital signature are not stored for a period longer than the time necessary for the effective and successful delivery of the Union laissez-passer. They are deleted at that time (a few days depending on the day the future holder takes to come and collect the personalised document with a maximum of three months). Nevertheless, they remain stored on the Union laissez-passer's chip, under the holder's responsibility including for their submission to the controls operated at the borders.
- The Commission stores the original application form for the corresponding period of validity of the Union laissez-passer.
- The Commission stores the biographical data and the facial image of all applicants/special applicants, including those belonging to the ECB for a period equivalent to the period of validity of the Union laissez-passer (maximum six years) for both paper and electronic versions.
- Biographical data are deleted upon expiration of the validity period (maximum six years), starting from the date of issuance of the Union laissez-passer. This retention period is without prejudice to a longer storage time of the same data for other purposes, for instance of cases of audit or control activities, in other systems of the institution of origin. At the end of those retention periods, the biographical data will be erased from the Commission Union laissez-passer central service databases.
- The storage includes a period of three months maximum of storage extending from the period between the validation of the personalised Union laissez-passer by the competent staff of the Commission service and the moment of its concrete delivery to the future holder, after which the

Union laissez-passers are destroyed if not delivered. This period of three months corresponds also to the maximum period of retention for the fingerprints, the precise end of which depends on the day the future holder accepts the personalised Union laissez-passers and enters in possession (in the meaning of “receives it” as he is not the owner of it).

The ECB:

Application form:

A copy of the application form of ECB staff members is stored during the validity period of the Union laissez-passers. The original form is sent to the Commission’s laissez-passers central service in Brussels. The data is deleted when the Union laissez-passers is returned.

The contractor:

For biographical data and for biometric data (facial image, fingerprints and digital signature), the retention period is limited to the time needed to issue the Union laissez-passers after successful validation and fulfilment of the acceptance process (normally a few days and up to a maximum of three months).