



24/02/2020 (DATE OF PUBLICATION/LAST UPDATE)

ECB-PUBLIC
UPDATABLE

RECORD OF PROCESSING ACTIVITY:

Submission of visitor notifications

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 Communication/Internal and External Engagement Division and Directorate General Administration

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:
Directorates General Communications/Internal and External
Engagement and Directorate Administration

3. Purpose of the processing

The personal data is collected:

- for the organisation of visits to the ECB
- to ensure the protection of visitors and
- to limit access to the premises of the ECB to authorised persons.

4. Description of the categories of data subjects

- Visitors to the ECB, including conference participants and speakers

5. Description of the categories of personal data processed

- Personal details (name, birth date)
- Other: *Email addresses of visitors, visitors' organisation, date and time of the scheduled visit at the ECB. Identification documentation.*

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

7. Retention time

Personal data are stored for up to five years, starting from the day they were obtained.

Personal data collected for the purposes of ensuring visitors' security while they are on the premises are stored for up to one year, after which time they will be deleted.