



16/05/2023 (DATE OF PUBLICATION/LAST UPDATE)

ECB-PUBLIC
UPDATABLE

RECORD OF PROCESSING ACTIVITY

Organisation of meetings conferences and other public relations activities with external participants

1. Controller(s) of data processing activities

Controller: European Central Bank (ECB), Sonnemannstrasse 22, 60314 Frankfurt am Main, Germany

Organisational unit responsible for the processing activity: various ECB organisational units

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: various ECB organisational units
- The data may be processed by external providers supporting the ECB in organizing/managing meetings and conferences and other public relation activities with external participants

3. Purpose of the processing

The data are processed to ensure:

- the registration of meeting participants, to have overview of participation;

- adequate staffing of the security desk;
- that the ECB’s Welcome desk and other welcome desks in external venues can prepare security badges for the meeting participants to enter the ECB’s premises or external venues and administer access control procedures;
- the provision of adequate statistical data for analysing organisational performance related to meetings, conferences, and events (e.g. carbon foot print, service and capacity demands, etc.);
- that supporting documentation for meetings (e.g. name badges, name plates, seating plans, list of participants for distribution to all participants, etc.) can be prepared and delivered.

4. Description of the categories of data subjects	
<i>Whose personal data are being processed?</i>	
<input checked="" type="checkbox"/> ECB staff <input checked="" type="checkbox"/> Externals (agency staff, consultants, trainees or secondees) <input checked="" type="checkbox"/> NCB or NCA counterparts (in the ESCB or SSM context) <input checked="" type="checkbox"/> Visitors to the ECB, including conference participants and speakers <input type="checkbox"/> Contractors providing goods or services <input type="checkbox"/> Complainants, correspondents and enquirers <input checked="" type="checkbox"/> Relatives of the data subject <input checked="" type="checkbox"/> Other (please specify): speakers and other participants to the conferences	

5. Description of the categories of personal data processed	
<p>(a) General personal data: The personal data contains:</p>	

<input checked="" type="checkbox"/>	Personal details (name, address etc)
<input checked="" type="checkbox"/>	Education & Training details
<input checked="" type="checkbox"/>	Employment details
<input checked="" type="checkbox"/>	Financial details
<input type="checkbox"/>	Family, lifestyle and social circumstances
<input type="checkbox"/>	Goods or services provided
<input checked="" type="checkbox"/>	Other (please give details): <ul style="list-style-type: none"> • <i>Travel details (arrival & departure times and means of transportation, flight/train numbers and destinations arriving from/departing to, additional free text on travel, e.g. "own driver")</i> • <i>Hotel details (length of stay, required room, smoker/non-smoker)</i> • <i>Office in which participant is residing during stay at ECB (office number, phone number)</i>
(b) Special categories of personal data	
The personal data reveals:	
<input type="checkbox"/>	Racial or ethnic origin
<input type="checkbox"/>	Political opinions
<input type="checkbox"/>	Religious or philosophical beliefs
<input type="checkbox"/>	Trade union membership
<input type="checkbox"/>	Genetic data, biometric data for the purpose of uniquely identifying a natural person or data concerning health
<input type="checkbox"/>	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): *selected staff of the external provider if the event takes place in external venues*

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

The personal data will be stored for a maximum period of 5 years.