



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

ECB-PUBLIC
UPDATABLE

RECORD OF PROCESSING ACTIVITY

Audio recording of meetings

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: various 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

3. Purpose of the processing

Some meetings at the ECB are recorded to support the drafting of written minutes (documenting the content of discussions), which are then distributed to the meeting

participants for adoption. It is necessary to record the meetings in audio format for reference purposes to ensure that the minutes accurately reflect discussion.

4. Description of the categories of data subjects

- ECB employee(s)
- 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

5. Description of the categories of personal data processed

The personal data contains:

- Personal details (name, address etc.)
- Other: *voice recordings*

6. The categories of 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

Recordings are deleted as a rule once the minutes of the meeting have been approved, at the latest after three months after the meeting date.