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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
<p>Controller: European Central Bank (ECB)</p> <p>Contact details:</p> <p><i>European Central Bank</i></p> <p><i>Sonnemannstrasse 22</i></p> <p><i>60314 Frankfurt am Main</i></p> <p><i>Germany</i></p> <p><i>E-mail: info@ecb.europa.eu</i></p> <p>Organisational unit responsible for the processing activity: various organisational units</p> <p>Data Protection Officer (DPO): DPO@ecb.europa.eu</p>
2. Who is actually conducting the processing activity?
<p>The data is processed by the ECB itself</p> <p><input checked="" type="checkbox"/> The organisational unit conducting the processing activity is: various ECB organisational units</p>
<p><input checked="" type="checkbox"/> The data may be processed by external providers supporting the ECB in organizing/managing meetings and conferences and other public relations activities with external participants</p>

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;
- 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

- NCB or NCA counterparts (in the ESCB or SSM context)
- Visitors to the ECB, including conference participants and speakers
- Relatives of the data subject (in case of minors accompanied by their parents/guardians)
- Other (please specify): *speakers and other participants to the conferences*

5. Description of the categories of personal data processed

- Personal details (name, contact details)
- Financial details
- Employment details
- Other (please give details):
 - *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")*
 - *Hotel details (length of stay, required room, smoker/non-smoker)*

- *Office in which participant is residing during stay at ECB (office number, phone number)*

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
- 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. Retention time

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