

RECORD OF PROCESSING ACTIVITY

Editing/revision and translation of legal and financial and economic documents

1. Controller(s) of data processing activities

Controller: European Central Bank (ECB)

Organisational units responsible for the processing activity:

Directorate General Legal Services - Legislation Division (DG-L/LEG)

Directorate General Communications - Language Services Division (DG-C/LGS)

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 units conducting the processing activity are:
DG-L/LEG; DG-C/ LGS
- The data is processed by a third party (contractor) or the processing operation is conducted together with an external third party – lawyer-linguist or translator under a contract with the ECB and a specific order for awarding an assignment for legal or financial and economic translation.

3. Purpose of the processing

Personal data are processed by a contractor for the initial purposes for which the personal data are being processed by the ECB in the execution of its main activities, in accordance with the ECB's obligations to produce authentic language versions of legal acts in multiple official EU languages or provide legal revision services, and to produce authentic language versions of financial and economic texts.

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): natural persons in connection with the supervised credit institutions

5. Description of the categories of personal data processed**(a) General personal data:**

The personal data contains:

- Personal details (name, address etc)
- Education & Training details
- Employment details
- Financial details
- Family, lifestyle and social circumstances
- Goods or services provided
- Other (please give details): criminal records

(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):
Contractors who have a contract with the ECB for editing/revision and/or translation services and have been awarded a specific assignment

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

Data are processed by third country entities:

- Yes
Specify to which countries: countries outside the EEA, in particular the United Kingdom
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 data will be retained for as long as needed for the processing and deleted afterwards or upon request from the ECB in accordance with the Framework agreement in place (clause for processing outside the EEA and Art. 9.3 of GCTs).