



RECORD OF PROCESSING ACTIVITY

Processing of claims and invoices from members of staff and external suppliers

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

Corporate Services/Finance - Accounting Division

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:

Directorate General Corporate Services/Finance - Accounting Division

3. Purpose of the processing

The Accounting division processes and pays invoices from external suppliers (including natural persons) selling goods or providing a service to the ECB including also invited speakers and consultants and makes reimbursements to members of staff for costs

incurred in business travel, related to goods required for business reasons (e.g. books), for language courses or for travel and removal expenses on appointment and termination of service.

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)
- Other: *External suppliers, speakers*

5. Description of the categories of personal data processed

- Personal details (name, contact details)
- Financial details
- Goods or services provided

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

- Managers of data subjects
- Designated ECB staff members
- Other:
 - German tax authorities
 - Staff in the following divisions (read access to data on these payments):
 - DGF/BCO (Budgeting & Controlling Division within the Directorate General Directorate General Corporate Services/Finance) – e.g. display line items

including references to supplier's name, delivery date or period, and delivered goods/ services;

- DGHR/ESE (Employee and Services Division within the Directorate General Human Resources) – e.g. staff master data incl. address, contact person and payment details maintained in separate database by DG-HR and subsequently copied to vendor master data in ACT;
- DIA (Directorate Internal Audit) – read access to all ACT data in SAP;
- DGF/FRP (Financial Reporting Division within the Directorate General Corporate Services/Finance) – e.g. display line items including references to supplier's name, delivery date or period, and delivered goods/ services.

7. Retention time

Payment files saved on the ECB network shared drive are deleted overnight on a daily basis.

SWIFT audit logs are kept on tape for 10 years.