

## RECORD OF PROCESSING ACTIVITY

### NAME OF PROCESSING ACTIVITY:

Organisation of meetings and conferences with external and internal participants

#### 1. Controller(s) of data processing activities

Controller: European Central Bank (ECB)

Organisational unit responsible for the processing activity:

*various, depending on the specific unit involved*

Data Protection Officer (DPO): [DPO@ecb.europa.eu](mailto:DPO@ecb.europa.eu)

#### 2. Who is actually conducting the processing activity?

☒ The data is processed by the ECB itself

Organisational unit conducting the processing activity:

*various, depending on the specific unit involved*

☒ The data is processed by a third party (contractor), or the processing operation is conducted together with an external third party:

*external provider that hosts the external website where people can register to participate in the meeting or conference*

Contact point at external third party (e.g. Privacy/Data Protection Officer):

*Depends on the external provider*

Link to privacy statement if available: [Privacy statement for processing personal data in the course of registration for meetings and conferences](#)

### 3. Purpose of the processing

The purpose of processing the personal data of participants is:

- to ensure that meeting requesters and meeting owners have a clear understanding of who is participating (registration of meeting participants);
- to ensure that the ECB's Welcome Desk and other welcome desks at external venues can prepare security badges to enable meeting participants to 1) enter the ECB's premises or external venues and 2) pass through the access control systems and procedures;
- to ensure that supporting documentation for meetings (name badges, name plates, seating plans, list of participants for distribution to all participants, etc.) can be delivered;
- to ensure the provision of adequate statistical data for the purpose of analysing organisational performance related to meetings, conferences and events (for example, the carbon footprint generated, the service and capacity demands involved, etc.).

In addition to enabling services to be provided to regular meeting participants, data relating to VIP meeting participants, for example, those attending Council Meetings, are processed in order to:

- ensure that the relevant VIP services (individual drivers and cars for participants, airport pick-up, access to airport lounge, etc.) can be provided;
- ensure the allocation of office spaces to individual participants and the delivery of associated services and documentation.

#### 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):  
*speakers and other participants in the conference / meeting*

#### 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):

- *travel details (arrival and 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 which the participant will use during their stay at the ECB (office number, phone number)*

**(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): *selected staff of the external provider*

## 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

In accordance with the [ECB's Filing and Retention Plan](#) Classification 1.1.3.4. with a five year retention period applies.