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ECB-PUBLIC
UPDATABLE

RECORD OF PROCESSING ACTIVITY

Activities related to disciplinary proceedings

1. Controller(s) of data processing activity

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 Human Resources (DG-HR)

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: DG-HR pre-litigation team and DG-HR senior management office

3. Purpose of the processing

To perform activities related to (possible) disciplinary proceedings in accordance with Part 8 of the Conditions of Employment and Conditions of Short-term Employment,

Part 8 of the Staff Rules and Part 7 of the Rules for Short-term Employment.

For further details, you may read the [EDPS Opinion Prior Check on Disciplinary cases](#).

4. Description of the categories of data subjects

- ECB staff or former staff
 - Non-ECB staff subject to the Staff Rules
- Depending on the subject matter of the case, the personal data of the following may be processed:*
- Non-ECB staff (agency staff, consultants, cost-free trainees or cost-free secondees working at the ECB)
 - NCB or NCA counterparts (in the ESCB or SSM context)
 - Visitors to the ECB
 - Contractors providing goods or service
 - Complainants, correspondents and enquirers
 - Relatives of the data subject
 - Other:
 - *Persons assisting or representing the staff member;*
 - *Witnesses;*
 - *Members of the Disciplinary Committee;*
 - *Service providers or other parties involved in the behaviour leading to a possible breach, e.g. medical professionals*

5. Description of the categories of personal data processed

General personal data:

- Personal details (name, address etc)
- Employment details

Depending on the subject matter of the case, the personal data may contain:

- Education & Training details
- Financial details (e.g. information about pay or allowances, or private financial transactions)
- Family, lifestyle and social circumstances
- Goods or services provided
- Other: Information about activities conducted outside the ECB (external activities)

Special categories of personal data

Depending on the subject matter of the disciplinary procedure, personal data may contain sensitive information:

- 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 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

- Data subjects themselves
- Designated ECB staff members involved in the disciplinary procedure

Depending on the subject matter of the appeal, the following persons/units may

have access to the personal data:

- Designated NCB or NCA staff members in the ESCB or SSM context
- Managers of data subjects
- Other:
 - *Executive Board, including the President*
 - *ECB Chief Services Officer*
 - *Designated subject matter experts in DG-HR*
 - *Secretariat Division/ Directorate General Secretariat*
 - *Compliance and Governance Office/Directorate General Secretariat*
 - *Institutional Law Division/ Directorate General Legal*
 - *Legislation Division/ Directorate General Legal Services (if translations are needed)*
 - *Directorate Internal Audit*
 - *Directorate General Administration/Division Security and Safety*
 - *Directorate General Information Services/ Digital Security Services Division*
 - *Members of the Disciplinary Committee*
 - *ECB medical adviser*
 - *Witnesses*
 - *Persons assisting or representing the staff member*
 - *External experts, including lawyers, consulted to assist the ECB*
 - *European Courts*
 - *European Ombudsman*
 - *National authorities and/or Courts*
 - *OLAF*

7. Retention time

- Written warnings belonging to the Personnel file (kept in HR) and related disciplinary files: 3 years from the date the case is closed.
- Written reprimands belonging to the Personnel file (kept in HR) and related disciplinary files: 5 years from the date the case is closed.
- Any other sanctions belonging to the Personnel file (kept in HR) and related disciplinary files: 7 years from the date the case is closed.
- Where allegations are proved to be unfounded: 2 years from the date the case is closed.
- Appeals against disciplinary measures: 10 years from date case is closed.
- Court case files: 5 years from the date the case is closed.