



Security and Safety Division  
Security Clearance

ECB-PUBLIC  
Personal

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Registration No.: \_\_\_\_\_

## Self-Declaration Form for Security Clearance - non-staff members and unescorted visitors -

Under the agreement entered into with the ECB and in conjunction with Chapter 7.1.2 of the Business Practice Handbook, a security clearance is mandatory for non-staff members and unescorted visitors for accessing the ECB premises and/or accessing ECB information systems. The Security Clearance is to be renewed every three years.

ECB contact name: \_\_\_\_\_

### PERSONAL DATA (mandatory)

Please complete in block letters

Mrs/Ms  Mr

Surname

First name(s)

Street, house number

Postal code

City/town

Country

Date of birth

Place of birth

Country of birth

Personal email address

Telephone

Be advised that we will include your personal data in the Security Clearance Database. We will use your personal email address to provide you with feedback.

**OTHER INFORMATION** (if applicable)

Name at birth

Previous address (if your address has changed within the last twelve months)

Street, house number

Postal code      City/town

Country

**COMPANY DATA** (mandatory)

Please complete in block letters

Company name (company which holds the contract with the European Central Bank)

Street, house number

Postal code      City/town

Country

**Please complete if your company is subcontracted**

Company name (company to which you have a personal contractual relationship)

Street, house number

Postal code      City/town

Country

## **SECURITY CLEARANCE QUESTIONS (mandatory)**

**Have you been convicted of infringing any law (excluding minor traffic offences) in any country?**

Limit your response to convictions whose record has not yet expired under national rehabilitation law.

Answer:            YES                            NO

If YES, please provide details regarding the nature of the conviction and the penalty (imprisonment, fine etc.). Please attach to this declaration.

**Are there any criminal cases pending against you and/or are you presently subject to an investigation for a criminal offence in any country? Limit your response to pending criminal cases and official investigations related to financial transactions and/or breaches of high ethical norms (for example: conflict of interest, corruption, or any behaviour which might reflect adversely upon your position as an external staff or visitor of the ECB).**

Answer:            YES                            NO

If YES, please provide details regarding the case or investigation and attach to the documentation.

***In signing the form I declare that all answers given concerning the security clearance, including this self-declaration, are true and complete to the best of my knowledge and belief. I understand that any false statement, misrepresentation or material omission made in my answers, or other information given to or requested by the ECB, may provide grounds for the withdrawal of the security clearance and/or withdrawal of any offer made, or render my contract liable for termination.***

## **Privacy Statement**

### **Applicable Data Protection Framework**

All personal data is processed in accordance with EU data protection law.<sup>1</sup>

### **Controller**

The ECB is the controller for processing your personal data. The Division Safety and Security in the ECB's Directorate General Administration (DGCS/DA/SET) is the unit responsible for processing.

### **Purposes for processing personal data**

Personal data contained in the security clearance file will be used for the purpose of issuing a security clearance and in cases of suspected fraud for legal proceedings, including disciplinary and internal administrative inquiries procedures.

### **Legal Basis for processing of personal data**

Your personal data is being collected and processed by the ECB:

- in the performance of a task in the public interest, based on Article 5 (a) of Regulation (EU) 2018/1725 in conjunction with the ECB's Business Practice Handbook.

### **Recipients of your personal data**

The ECB may disclose personal data to its authorised staff, including all members of the panel which reviews the data subject's security clearance file and relevant staff conducting the disciplinary and internal administrative inquiries procedures.

The personal data collected in the course of security clearance will not be transferred to any EU institution or body, Member State or third country.

The Head of the ECB's Security and Safety Division, or the persons to whom authority to do so has been delegated to, may contact the relevant authorities to verify the accuracy, authenticity, consistency or comprehensiveness of any document provided by you in order to obtain the security clearance.

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<sup>1</sup> Regulation (EU) [2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002.

### **Retention period**

The ECB will retain the security clearance file for the period of time that you have an employment, contractual or other engagements with the ECB, and for one year following expiry or termination of the employment or other engagements with the ECB.

For non-staff and unescorted visitors, the ECB will retain the security clearance file for one year following your last date of access to the ECB.

After the retention period, the Head of the ECB's Security and Safety Division will arrange for the security clearance file to be destroyed.

### **Data subject rights**

You have the right to access your personal data and correct any data that is inaccurate or incomplete. You have also (with some limitations) the rights to delete your personal data, to restrict or object to the processing of your personal data in line with Regulation (EU) 2018/1725.

You may provide the ECB with updated certificates of criminal records at any time throughout your employment relationship with the ECB. The ECB will include updated certificates in the security clearance file and will keep previous certificates of criminal record only until a decision related to the previous certificate has become final.

You can exercise your rights by contacting DA/SET: Tel. +49 69 1344 4371 or by e-mail to [securityclearance@ecb.europa.eu](mailto:securityclearance@ecb.europa.eu).

For queries relating to data protection, please contact the ECB's Data Protection Officer ([dpo@ecb.europa.eu](mailto:dpo@ecb.europa.eu)).

### **Recourse**

If you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data, you have the right to lodge a complaint with the [European Data Protection Supervisor](#) at any time.

***I confirm that I have read and understood the privacy statement.***

**Date:**

**Name:**

**Original signature:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Form instructions

1. Complete, print and sign the self-declaration and privacy statement
2. Request and attach the original certificate of criminal records

EU citizen	Or	Citizen of a non-EU country
Certificate of criminal records country of residence, Certificate of criminal records country of birth/citizenship(s)		Certificate of criminal records country of residence
OR		OR
Joint certificate		Certificate of criminal records country of birth/citizenship(s)

### 3. Attach a copy of ID documents

To allow us to uniquely identify you, please attach to your Self-Declaration Form an easily readable photocopy of both sides of your ID document. Your first name and surname(s), full address, date of birth and place of birth must be clearly legible. You may black out all other information and your photo.

EU citizen	Or	Citizen of other country
Copy of personal ID		Copy of passport
OR		AND
Copy of passport		Copy of official residency certificate

### 4. Send form and documents by post

Please send the signed original of the Self-Declaration form together with the originals of the certificate of criminal records, the copies of your ID documents and any additional information in a properly stamped envelope to:

European Central Bank  
Security and Safety Division  
- Security Clearance -  
Sonnemannstrasse 20  
60314 Frankfurt am Main  
Germany