

## ESMA Social Committee

Record of ESMA activities processing personal data, based on Article 31 of 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/EC.

Nr.	Item	Record information
<b>ESMA Social Committee</b>		
1	<b>Last update of the record</b>	13/04/2021
2	<b>Reference number</b>	ESMA40-133-1116
3	<b>Name and contact details of controller</b>	Head of Resources Department  <a href="mailto:hr.helpdesk@esma.europa.eu">hr.helpdesk@esma.europa.eu</a>  Address of the controller: <b>European Securities and Markets Authority (ESMA)</b> <b>201-203 Rue de Bercy</b> <b>75012 Paris</b>

		France
4	<b>ESMA area entrusted with processing</b>	ESMA/RES/Human Resources
5	<b>Processors (if any)</b>	Not applicable
6	<b>Name and contact details of DPO</b>	ESMA DPO - <a href="mailto:dpo@esma.europa.eu">dpo@esma.europa.eu</a>
7	<b>Name and contact details of processor (where applicable)</b>	Not applicable
8	<b>Purpose of the processing</b>	<p>ESMA has established a Social Committee with the purposes of collecting and discussing ideas/projects for social activities or events and organising and conducting social welfare events and activities.</p> <p>The ESMA Social Committee launches regular surveys and approaches in any form ESMA Staff Members and Trainees for collecting their personal data, ideas and preferences for such events and activities. Personal data requested in the surveys are intended to help the ESMA Social Committee to create tailor-made events and activities for ESMA Staff Members and Trainees.</p>
9	<b>Description of categories of persons whose data ESMA processes and list of data categories</b>	<p>In order to process the applications and facilitate the creation of social welfare events and activities for ESMA Staff Members and Trainees, ESMA mainly collects the following data:</p> <ol style="list-style-type: none"> <li>Name, gender, age;</li> <li>Department, Unit, Team, status at ESMA;</li> <li>Family situation (e.g. single / in couple living together / in couple not living together in France / with dependent kids);</li> <li>Number of children, gender and age of the children;</li> </ol>

		<p>e. Preferences in relation to the social welfare events and activities.</p> <p>f. Sensitive personal information, as set out in the EUDPR (art. 10 of the (EU) 2018/1725), will not be processed.</p>
10	<b>Time limit for keeping the data</b>	The personal data will be retained for no longer than necessary for the performance of the planned social welfare events and activities, and in any case no longer than the presentation of the annual programme for events and activities of the following year from the collection of the personal data and, in any event, as long as there is a relationship between the data subject and ESMA and the data subject and the Social Committee.
11	<b>Recipients of the data</b>	The Executive Director, Members of the HR Unit, the Head of the RES Department as well as ESMA Staff Committee members and ESMA Social Committee members and people who collaborate to the organization of the Events and activities based on a strict need-to-know basis.
12	<b>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</b>	No
13	<b>General description of security measures, where possible.</b>	The data collected are stored in a library of the ESMA document management system to which only the Executive Director, Members of the HR Unit, the Head of RES, ESMA Staff Committee members and ESMA Social Committee members have access. All the folders are restricted.
14	<b>Information on how to exercise your rights to access, rectification, object and data</b>	<p>To exercise your Data Privacy Rights you can address your requests to the Controller at <a href="mailto:hr.helpdesk@esma.europa.eu">hr.helpdesk@esma.europa.eu</a></p> <p>a. You are entitled to access your information relating to your personal data processed by ESMA, verify their accuracy and, if necessary, correct them in case the data are inaccurate or incomplete.</p>

	<p><b>portability (where applicable), including recourse right.</b></p>	<ul style="list-style-type: none"> <li>b. You have the right to request the erasure of your personal data, if your personal data are no longer needed for the purposes of the processing, if you withdraw your consent or if the processing operation is unlawful.</li> <li>c. You can ask the Data Controller to restrict the personal data processing, under certain circumstances, such as if you contest the accuracy of the processed personal data or if you are not sure if your personal data are lawfully processed.</li> <li>d. You may also object, on compelling legitimate grounds, to the processing of your personal data.</li> <li>e. Additionally, you may have the right to data portability which allows you to make a request to obtain the personal data that the Data Controller holds on you and to transfer them from one Data Controller to another, where technically possible.</li> </ul> <p>You may exercise your rights by contacting the Data Controller (see contact details above).</p> <p>In some cases your rights might be restricted in accordance with Article 25 of the Regulation (EU) 2018/1725. In each case, ESMA will assess whether the restriction is appropriate. The restriction should be necessary and provided by law, and will continue only for as long as the reason for the restriction continues to exist.</p> <p>If you have additional questions or concerns you can also contact: <a href="mailto:DPO@esma.europa.eu">DPO@esma.europa.eu</a></p> <p>You have the right to lodge a complaint with the European Data Protection Supervisor (<a href="mailto:edps@edps.europa.eu">edps@edps.europa.eu</a>) if you consider that your rights under the Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by ESMA.</p>
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