

Nr.	Item	Travel Services
1	Name of the Controller	Head of Resources Department fma@esma.europa.eu
1	Address of the Controller	ESMA, 103 Rue de Grenelle, 75007 Paris
1	ESMA Parts Entrusted with Processing	ESMA/RES/Facility management/Mission Office
1	Processors (If any)	Outsourced travel services by Corporate Travel Management. Address: 50 Rue Du Faubourg Saint Antoine, Paris, 75012
2	Name and contact details of DPO	ESMA's DPO dpo@esma.europa.eu
3	Name and contact details of joint controller (where applicable)	Not applicable
4	Name and contact details of processor (where applicable)	Outsourced travel services by Corporate Travel Management (CTM). Address: 50 Rue Du Faubourg Saint Antoine, Paris, 75012
5	Purpose of the processing	Personal data of ESMA staff, SNEs and contractors are collected and processed for the purposes of booking travel arrangements for missions through an approved travel agency. The Mission Team requests staff members who go on first mission to fill in a travel profile document which is then communicated to the approved travel agency. The legal basis for this processing operation consists of Regulation (EU) No 1095/2010 of the European Parliament and of the Council, Staff Regulations Annex VII, Section F, Decision of the MB on secondment of national experts, Policy for reimbursement of contractors' travel, Decision of the MB on general implementing provisions adopting the guide to missions.
6	Description of categories of persons whose data ESMA processes and list of data categories	For the booking of transports and accommodation, ESMA collects the following personal data of staff members: name, email address, telephone number, gender, nationality, date of birth, national ID Card number or passport issuing date, passport end date, passport number and issuing country.
7	Time limit for keeping the data	The data will be retained by ESMA as long as the staff members are liable to be sent on missions by ESMA (duration of employment or secondment contract). In accordance with the legal requirements applicable to it, the travel agency will retain the personal data only as long as it acts as ESMA's approved travel agency.
8	Recipients of the data	This information is only accessible to designated ESMA staff managing the contacts with the travel agency - Mission Office and designated staff of the travel agency carrying out the booking. To the extent required the information is disclosed to the relevant Travel and Transportation and Accommodation service providers.
9	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	Travel agency CTM uses Sabre's Global Distribution System, currently based in Austin, Texas in the USA. Sabre plans to localise two data centres to Dublin and Amsterdam in 2019, but meanwhile CTM has Standard Contractual Clauses in place with Sabre to safeguard customers' personal data.
10	General description of security measures, where possible.	The travel agency CTM access to client data is limited to only those employees with a legitimate need to know. Sensitive data is protected through information security policies, procedures and technology designed specifically for this purpose. CTM Europe is aligned with the ISO/IEC 27001:2013 International Security Specification. ESMA's IT infrastructure is protected by physical and logical security measures: the servers are installed on a secured datacentre with restricted physical and logical access controls. Network firewalls protect the logical boundaries of the ESMA's IT infrastructure; also, main computer systems holding the data are hardened. Administrative measures include the obligation for ESMA's statutory, non-statutory staff and service providers to have signed non-disclosure and confidentiality agreements.
11	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p>Processing of personal data for the purpose of booking of travel arrangements for missions</p> <p>1. DESCRIPTION OF THE PROCESSING OPERATION ESMA, acting as controller, collects and processes personal data of ESMA staff, SNEs and contractors for the purposes of booking travel arrangements for missions through an approved travel agency. The Missions Team sends a travel profile document to the assistants in the different ESMA departments who then ask ESMA staff members, SNEs and contractors to fill it with the personal data required. The legal basis for this processing operation is ESMA Regulation No 2010/1095, as it may be amended, repealed or replaced, the Staff Regulations Annex VII, Section F, Decision of the MB on secondment of national experts (ESMA/2014/MB/67) (Article 21), Policy for reimbursement of contractors' travel (ESMA/2013/INT/173), Decision of the MB on general implementing provisions adopting the guide to missions (ESMA/2012/MB/42) (Annex: Section III, Section V). Reimbursement of travel expenses based on above acts is in practice ensured through booking via the approved travel agency (Framework contract for services number EBA/2016/01/OPS/OP).</p> <p>2. WHAT PERSONAL INFORMATION DO WE COLLECT, FOR WHAT PURPOSE, AND THROUGH WHICH TECHNICAL MEANS? For the booking of transports and accommodation, ESMA collects the personal data required for such booking: Name, email address, telephone number, gender, national ID card number, nationality, date of birth, passport issuing date, passport end date, passport number and issuing country through spreadsheets sent to the assistants in the relevant ESMA departments. Those spreadsheets are compiled into one master spreadsheet which is subsequently sent to the travel agency.</p> <p>3. WHO HAS ACCESS TO YOUR INFORMATION AND TO WHOM IS IT DISCLOSED? This information is only accessible to designated ESMA staff managing the contacts with the travel agency and designated staff of the travel agency carrying out the booking. To the extent required the information is disclosed to the relevant transport and accommodation service providers.</p> <p>4. HOW DO WE PROTECT AND SAFEGUARD YOUR INFORMATION? In order to protect your personal data, a number of technical and organisational measures have been put in place. ESMA's IT infrastructure is protected by physical and logical security measures: the servers are installed on a high-security datacentre with restricted physical access to the machines. Network firewalls protect the logic perimeter of the ESMA IT infrastructure; and the main computer systems holding the data are security hardened. Administrative measures include the obligation for ESMA staff and service providers maintaining the equipment and systems to have signed non-disclosure and confidentiality agreements. The travel agency, as a processor, is subject to contractual requirements as regards the protection and safeguarding of your personal information in accordance with Article 29 of Regulation (EU) No 2018/1725.</p> <p>5. HOW LONG DO WE KEEP YOUR DATA? Your personal data will be retained by ESMA as long as you are liable to be sent on missions by ESMA (duration of employment, secondment, contract). In accordance with the legal requirements applicable to it, the travel agency will retain your personal data only as long as it acts as ESMA's approved travel agency.</p> <p>6. HOW CAN YOU EXERCISE YOUR RIGHTS? You can exercise your rights over your personal data we hold regarding you and to correct and complete them. Upon request made in the context of Articles 17 to 24, ESMA's will provide information on the actions taken to the data subject without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests. Such a requests shall be directed to the Controller (fma@esma.europa.eu). Relevant restrictions under Article 25 of Regulation (EU) No 2018/1725 may apply.</p> <p>7. DATA PROTECTION OFFICER You can contact ESMA's Data Protection Officer (DPO) at any time (dpo@esma.europa.eu).</p> <p>8. RIGHT OF RECOURSE You have the right to have recourse to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) No 2018/1725 have been infringed as a result of the processing of your personal data by ESMA.</p>