5 Purpose of the processing

- Processing of personal data for the performance of the ESMA’s tasks in the context of its rights provided by Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community.

- Main Legal Basis: Collection, management, storage, consultation, disclosure, monitoring of the use and processing of data in relation to their individual rights/entitlements and salary processing; for compliance with the ES Staff Regulations and respective implementing rules, policies or procedures on staff management, see the legal basis for the processing operation: for all the processing operations, see the legal basis for the processing operation: The list of the administrative and financial data related to the individual rights of the recruited staff members (personal files and salaries).

6 Description of categories of persons whose data ESMA processes and list of data categories

- Personal data of ESMA’s staff, staff families, contractors and controllers are collected and processed for the purposes of social security benefits, pensions, allowances, individual rights (vacation, parental leave, etc.) and other personal rights, in accordance with the ES Staff Regulations and respective implementing rules, policies or procedures on staff management for their individual entitlements in relation to their personal rights.

- Categories of persons whose data ESMA processes and list of data categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I - PERSONAL DATA IDENTIFICATION</td>
<td>Financial form, legal entity form, information on the changes of address.</td>
</tr>
<tr>
<td>II - EVALUATION/CONTRACTS AND CAREER</td>
<td>Performance appraisal, contract appraisal, performance appraisal reports, contract renewal reports, training documents, and documents related to the termination of employment.</td>
</tr>
<tr>
<td>III - EVALUATION/CONTRACTS AND CAREER</td>
<td>Performance appraisal, contract renewal reports, training documents, and documents related to the termination of employment.</td>
</tr>
<tr>
<td>IV - DETERMINATION OF RIGHTS/SALARY</td>
<td>Leave in general – Chapter 2 of Title IV (Articles 57-60), leave in general – Chapter 2 of Title IV (Articles 57-60), leave in general – Chapter 2 of Title IV (Articles 57-60), leave in general – Chapter 2 of Title IV (Articles 57-60).</td>
</tr>
<tr>
<td>V - SOCIAL SECURITY BENEFITS</td>
<td>Social Security Benefits (Joint Social Security Scheme's documents, requests for unemployment or pension transfer/interconnector).</td>
</tr>
<tr>
<td>VI - APPEALS AND DISCIPLINARY MATTERS</td>
<td>Appeals and disciplinary measures of ESMA staff members.</td>
</tr>
</tbody>
</table>

7 Time limit for keeping the data

- Personal data are stored on paper (hard copies), in the personal file of the concerned staff member. The personal files are kept in a special cabinet with restricted access rights to HR staff. Personal data in the case of seconded experts are stored on paper (hard copies) in the designated HR file. The personal data are kept for three years after the end of employment or the end of the reclassification/promotion process. Some staff members send health data to the HR helpdesk (e.g. for the collection of insurance information or for the reimbursement of medical expenses). These personal data are kept for a maximum of three years, unless otherwise agreed by the concerned staff member.

8 Recipients of the data

- The access rights to the personal data of data subject are restricted to HR staff.
- The recipients of the data: HR staff members, Head of HR Department, ESMA’s first level supervisors, ESMA’s second level supervisors, ESMA’s third level supervisors.
- Data subjects themselves, for the data that concerns them individually.
- Applicants for employment, for data related to the application process for employment.
- Pre-employment medicals: Art. 28-33 of the SR and Art. 12(d), 13(2) and 83(2) of the CEOS.
- Additional information about the special categories of the data subject: Data subjects themselves, for the data that concerns them individually.
- Data subjects themselves, for the data that concerns them individually.
- ESMA’s first level supervisors, for data related to the application process for employment.
- ESMA’s second level supervisors, for data related to the application process for employment.
- ESMA’s third level supervisors, for data related to the application process for employment.
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- Pre-employment medicals: Art. 28-33 of the SR and Art. 12(d), 13(2) and 83(2) of the CEOS.

9 Are there any transfers of personal data to third countries or international organisations?

- Not applicable

10 General description of security measures, where possible.


11 More information, including how to exercise your rights to access, rectification, objection and data portability (where applicable). See the privacy statement.

For more information please refer to: https://www.esma.europa.eu/about-esma/data-protection