

## Mentoring scheme for ESMA staff

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>Mentoring scheme for ESMA staff</b>		
1	<b>Last update of the record</b>	30 November 2022
2	<b>Reference number</b>	ESMA40-133-1305
3	<b>Name and contact details of controller</b>	Address of the controller: <b>European Securities and Markets Authority (ESMA)</b> <b>201-203 Rue de Bercy</b> <b>75012 Paris</b> <b>France</b>
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>	Data Protection Officer (ESMA) <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>	ESMA has set up a mentoring scheme for all newcomers in one of the following staff categories: temporary agents, contract agents and Seconded National Experts (SNEs). The HR Unit launches regular calls for volunteers to become a mentor. Personal data contained in the application form is intended to help matching mentors and mentees effectively according to their personal situation and interests.
9	<b>Description of categories of persons whose data ESMA processes and list of data categories</b>	In order to process the applications and facilitate the matching of mentors and mentees, ESMA collects the following data of every applicant: <ul style="list-style-type: none"> <li>- name, nationality, mother tongue, other languages spoken, a short personal presentation;</li> <li>- Department, Unit, Team, starting date at ESMA, earlier professional experience: only category of previous employers with boxes to be ticked;</li> <li>- number of children, age of the children, if family moved with staff member</li> </ul> The list of mentors (only indicating names, Department/Unit/Team of the mentors) is published internally on the intranet page dedicated to mentorship
10	<b>Time limit for keeping the data</b>	The personal data will be retained for no longer than necessary, during the duration of the mentorship, i.e. until the mentor withdraws from his/her role.
11	<b>Recipients of the data</b>	Members of the HR Unit, the Head of RES, the mentee after the match.

12	<p><b>Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?</b></p>	Not applicable
13	<p><b>General description of security measures, where possible.</b></p>	<p>The data from the application form is stored in a library of the ESMA document management system to which only the HR Unit members and the Head of the Resources Department have access. All HR folders are restricted.</p>
14	<p><b>Information on how to exercise your rights to access, rectification, object and data portability (where applicable), including recourse right.</b></p>	<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 its accuracy and, if necessary, correct it in case the data is inaccurate or incomplete.</p> <p>b) You have the right to request the erasure of your personal data, if your personal data is no longer needed for the purposes of the processing, if you withdraw your consent or if the processing operation is unlawful.</p> <p>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 is lawfully processed.</p> <p>d) You may also object, on compelling legitimate grounds, to the processing of your personal data.</p>

	<p>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 it from one Data Controller to another, where technically possible.</p> <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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