

Nr.	Item	Access to documents
1	Name of the Controller	ESMA Executive Director info@esma.europa.eu
1.1	Address of the Controller	201-203 rue de Bercy, 75012 Paris, France
1.2	ESMA Area Entrusted with Processing	ESMA/Legal and Enforcement Department/Legal Team
1.3	Processors (If any)	N/A
2	Name and contact details of DPO	ESMA DPO dpo@esma.europa.eu
3	Name and contact details of processor (where applicable)	N/A
4	Purpose of the processing	ESMA processes personal data in the context of requests for access to documents received on the basis of Regulation (EC) No 1049/2001 applicable to ESMA pursuant to Article 72 of Regulation (EU) No 1095/2010 as amended by Regulation (EU) 2019/2175 of the European Parliament and of the Council of 18 December 2019.
5	Description of categories of persons whose data ESMA processes and list of data categories	ESMA processes personal data of the requester, and personal data possibly included in the requested documents (ESMA staff member, third parties). Categories of personal data processed: name, surname, contact details, professional information.
6	Time limit for keeping the data	Personal data are kept for ten years starting from the date of receipt of the request for access to documents.
7	Recipients of the data	Within ESMA the personal data are only shared with the ESMA coordinator and relevant staff involved in the process related to the request for access to documents. Externally, the personal data contained in the requested documents might be shared with the requester unless the exception laid down in Article 4(1)(b) of Regulation (EC) No 1049/2001 applies.
8	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
9	General description of security measures, where possible.	Personal data are only transmitted within ESMA on a need to know basis. Documents are stored in a special folder created in an electronic database to which access is restricted only to the coordinator and the relevant staff in charge of processing the requests for access to documents.
10	Information on how to exercise your rights to access, rectification, object and data portability (where applicable), including recourse right	<p>You may exercise your rights by contacting the relevant Data Controller (see contact details above). When your personal data is processed in the context of requests for access to documents, you can exercise the following rights:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> You have the right to request the erasure of your personal data, if your personal data is no longer needed for the purpose of the processing, if you withdraw your consent or if the processing operation is unlawful. <input type="checkbox"/> 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. <input type="checkbox"/> You may also object, on compelling legitimate grounds, to the processing of your personal data. <input type="checkbox"/> 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>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: DPO@esma.europa.eu You have the right to lodge a complaint with the European Data Protection Supervisor (edps@edps.europa.eu) 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> <p>For more information, please see https://www.esma.europa.eu/about-esma/data-protection.</p>