

Nr.	Item	Post Office Management Services
1	Name of the Controller	Head of Resources Department fma@esma.europa.eu
1.1	Address of the Controller	201-203 rue de Bercy, 75012 Paris - France
1.2	ESMA Parts Entrusted with Processing	ESMA/RES/Facility management/Post Office
1.3	Processors (if any)	Outgoing ESMA's mail is handled by La Poste. Address: 44 boulevard de Vaugirard, Paris, 75757, Cedex 15
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)	Outgoing ESMA's mail is handled by La Poste. Address: 44 boulevard de Vaugirard, Paris, 75757, Cedex 15
5	Purpose of the processing	Personal data of ESMA statutory staff, SNEs, trainees and contractors are collected and processed according to the mail handling procedure that aims to ensure proper management of the postal mail (incoming and outgoing letters, faxes, boxes, etc.) and concerns the management of personal data on exceptional occasions. If personal data are received and are marked "Personal", the envelopes are not opened and personal data are not processed. The purpose of the declaration is to ensure that those exceptional cases are adequately managed from the data protection perspective.
6	Description of categories of persons whose data ESMA processes and list of data categories	Personal data of ESMA statutory staff, SNEs and contractors are collected and processed according to the mail handling procedure. ESMA collects data of staff members and stakeholders: The scan of the letter (in a restricted folder) and the name, surname of recipient (staff member) and name of sender (register in restricted folder). Email address, postal addresses, financial details, telephone numbers and goods or services provided.
7	Time limit for keeping the data	The retention period is 5 years.
8	Recipients of the data	This information is only accessible to designated ESMA staff managing the contacts with La Post - Post Office, back-up staff with a valid need-to-know as well as the interested Data Subjects, themselves.
9	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
10	General description of security measures, where possible.	Upon reception, documents are scanned and numbered (using an excel register), then stored in an electronic ESMA secured storage resource. Original letters are stamped and stored in a secured cupboard. All mail marked as "Personal" or "Medical" is not opened. The mail is dated, scanned and registered by using the information available on the external side/the envelope. The mail is then sent via internal mail to the recipient of the mail.
11	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	ESMA Staff must be aware that Personal emails labeled as PERSONAL will not be opened, otherwise the procedure described in this document will apply. For further information about how to exercise your data privacy rights, please refer to: https://www.esma.europa.eu/about-esma/data-protection