

| Nr. | Item | Emergency Contact Data (Business Continuity Management) |
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| 1 | Name of the Controller | Head of Resources Department: infosec@esma.europa.eu |
| 1.1 | Address of the Controller | ESMA, 103 Rue de Grenelle, 75007 Paris |
| 1.2 | ESMA Area Entrusted with Processing | ESMA/RES/RCO/Business Continuity-Emergency |
| 1.3 | Processors (If any) | Short Messaging Service (SMS) provided by ORANGE under the service name "Contact EveryOne Classic". ORANGE Address: 78 RUE OLIVIER DE SERRES, 75015 PARIS 15, France (SIREN 380 129 866.) |
| 2 | Name and contact details of DPO | ESMA's Data Protection Officer (DPO): dpo@esma.europa.eu |
| 3 | Name and contact details of processor (where applicable) | ORANGE, 78 RUE OLIVIER DE SERRES, 75015 PARIS 15, France (SIREN 380 129 866.) |
| 4 | Purpose of the processing | <p><u>Processing of personal contact data of ESMA's Staff members (CAs and TAs), SNEs and Consultants (on voluntary basis) in the context of the Business Continuity Management (BCM)</u> Electronic processing of personal contact data of ESMA's staff members (and non ESMA's staff members who voluntarily provided the requested personal data) with a view to their further processing and use in the context of Business Continuity Management. In case of an emergency ESMA's staff members, and non-ESMA staff members working at ESMA premises and who voluntarily provided contact information, will be contacted on their personal mobile phone to check on their well-being or to inform of a situation which could impact upon their ability to carry out their assigned tasks.</p> <p>For ESMA's staff, the legal basis for this processing operation are the Staff Regulations articles 20 and 55, applied by analogy to other servants (Articles 11 and 16 of the Conditions of Employment of Other Servants): Staff Regulations Article 20 (96): "An official shall reside either in the place where he is employed or at no greater distance therefrom as is compatible with the proper performance of his duties. The official shall notify the Appointing Authority of his address and inform it immediately of any change of address". Staff Regulations Article 55: (For BCM usage) "Officials in active employment shall at all times be at the disposal of their institution. [...] An official may, moreover, be required because of the exigencies of the service or safety rules to remain on standby duty at his place of work or at home outside normal working hours."</p> |
| 5 | Description of categories of persons whose data ESMA processes and list of data categories | <p>In case of an emergency situation, ESMA's staff members, and non-ESMA staff members working at ESMA who voluntarily provided contact information, will be contacted on their personal mobile phone.</p> <p>For Business Continuity Management purposes, ESMA collects your first name, last name, your ESMA's email address and your personal mobile(s) phone(s) number(s) through the EU Survey tool. This information is compiled in the form of a distribution list which will be used to make phone calls or send text messages (SMS)</p> |
| 6 | Time limit for keeping the data | Your personal data will be retained for the duration of your contractual relationship with ESMA. The lists is verified periodically. This includes erasure of data of staff who no longer work at ESMA. |
| 7 | Recipients of the data | This information is accessible to the ESMA's Information Security Officer, the Physical Security Officer and available to the Data Controller. Distribution lists may be provided, based on a business need, to managers in order to contact staff members for Business Continuity purposes |
| 8 | Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards? | <p>International data transfers are in place and are handled as follows:</p> <ol style="list-style-type: none"> 1) Internal Arrangements: Orange establish "Accords intra-groupe" by means of Standard Contractual Clauses. As of this writing Orange claims to have submitted them to CNIL for approval. 2) Third Party Service Providers / Orange Supply Chain: Orange uses Standard Contractual Clauses. |
| 9 | General description of security measures, where possible. | <p>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 secured 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</p> |
| 10 | Information on how to exercise your rights to access, rectification, object and data portability (where applicable), including recourse right | <p>To exercise your Data Privacy Rights you can address your requests to the Controller at (infosec@esma.europa.eu).</p> <ol style="list-style-type: none"> 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. 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. 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. d) You may also object, on compelling legitimate grounds, to the processing of your personal data. 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>Further information regarding your Data Privacy Rights can be found at: https://www.esma.europa.eu/about-esma/data-protection</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. 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> |