

Nr.	Item	Learning and Development
1	Name of the Controller	Head of Resources Department: hr_helpdesk@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/RES/Human Resources
1.3	Processors (If any)	ESMA's Staff may go on training organised by external providers. In some cases participants directly provide the required personal information for handling their enrolment to the organising entity. In other cases ESMA handles the registration on their behalf, providing only the names and/or email address to the provider. The list of learning providers varies dynamically. Additionally, ESMA uses EU Learn, the Commission's Learning Management System (LMS). This system is used to plan, organise, manage and evaluate training actions and learning opportunities for staff of the EC, Institutions and Agencies, including ESMA.
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)	The list of learning providers varies dynamically being complex to provide an accurate and a comprehensive list in this document; nevertheless the list can be provided upon request.
4	Purpose of the processing	To organise the training activities for ESMA's staff, it is required to process certain personal data relating to participants in training activities. This processing activity relates specifically to the administrative arrangements necessary to complete the registration procedures and the recording of data for statistical purposes. ESMA's staff choose to participate in each training activity individually in agreement with their line management. Participation is therefore entirely voluntary. In some cases the participation to training might be compulsory if it is in the interest of ESMA. All data is processed solely for the purposes of registration and participation in training activity and the creation of statistics. Article 24a, 45 and 57 of the Staff Regulations and Articles 11, 16, 81, 85(3) and 91 of the CEOS.
5	Description of categories of persons whose data ESMA processes and list of data categories	Data concern those staff participating in training courses organised by ESMA and those external actors who supply training, coaching and consultancy services related to the training activities organised by ESMA. We process the following data on every person who wants to attend a training organised by ESMA : Name and Surname; Department/Unit/Team and the email. For trainers, coaches and consultants: Name, Surname and the email. For external providers dealing with registration requests: Name and Surname; Department/Unit/Team; email and job title/function if necessary.
6	Time limit for keeping the data	Training records are kept for the duration of the staff member's career. If the training is part of the personal file of the staff member, the retention period of the personal file applies. Certain data needs to be conserved for a longer period if they are related to ongoing rights and obligations. Presence lists of the training actions that are completed are kept in paper version for the periods determined under the Financial Regulations as justification document for the payment of the external contractor's invoices. They are also the basis for statistics and for audit evident purposes on security awareness and training.
7	Recipients of the data	Access to the data is provided to authorised ESMA's staff according to the "need to know" principle. The European Council through EU Learn
8	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	ESMA does not transfer personal data to third countries or international organisations. However, as specified under the point 1.3. some staff members may attend courses organised by private companies. Sometimes the participant registers directly with the approval of ESMA. In this case the ESMA's participant voluntarily provides the personal data to the organiser. They are responsible for reading the privacy statement. It also happens that the staff member delegates ESMA to register him/her. In these cases, we remind the staff member to read the privacy statement of the organiser.
9	General description of security measures, where possible.	ESMA's IT infrastructure is protected with physical and logical security controls: IT systems are installed on a secured datacentre with restricted physical and logical access controls. Network firewalls isolates data flows through ESMA's IT infrastructure and computer systems processing and storing the data are hardened. Administrative controls include the obligation for ESMA's staff and ESMA's service providers to sign non-disclosure (NDA) and confidentiality agreements (CA). Paper files are stored in locked cupboards accessible to HR staff with a valid need-to-know only.

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 hr.helpdesk@esma.europa.eu</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>For more information about how to exercise your right, please refer to the following resource: https://www.esma.europa.eu/about-esma/data-protection</p> <p>If you have additional questions or concerns you can also contact: DPO@esma.europa.eu</p> <p>You have also 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>
----	--	---