

Nr.	Item	Inter Agency volunteer support groups
1	Name of the Controller	ESMA's Executive Director
1.1	Address of the Controller	ESMA: 201-203 rue de Bercy - 75012 Paris
1.2	ESMA Parts Entrusted with Processing	ESMA's and EBA's Staff Committees as well as EBA's Human Resources (HR)
1.3	Processors (if any)	ESMA will handle the relevant personal data on its Information Systems (Intranet, Document Management Systems and end user computer devices). For the case of ESMA main Data Processors are British Telecom and Microsoft. For updated information on EBA's processors please contact dpo@eba.europa.eu
2	Name and contact details of DPO	ESMA's Data Protection Officer (DPO): dpo@esma.europa.eu
3	Name and contact details of joint controller (where applicable)	ESMA's and EBA's, represented by their respective Executive Directors, and through their Staff Committees and HR Units, will jointly act as Data Processors. Both Agencies processes personal information given on a voluntary basis by ESMA's and EBA's statutory staff (Temporary Agents, Permanent Agents, Seconded National Experts and Trainees) and from non-statutory staff (external consultants).
4	Name and contact details of processor (where applicable)	ESMA: 201-203 rue de Bercy - 75012 Paris - France (ESMA.StaffCommittee@esma.europa.eu), EBA: EUROPLAZA 20 Avenue André Prothin - 92927 Paris La Défense - France (HRteam@eba.europa.eu , EBA-StaffCommittee@eba.europa.eu)
5	Purpose of the processing	Establish Inter-Agency support groups made up of volunteers from EBA and ESMA Staff whose mission is to help those working at the Agencies who have personal and/or social needs in the context and within the specific restrictions of the fight against the coronavirus (COVID-19). Two groups are set up "Help group" and "Social group", both sharing the same general purpose while the means (how to achieve the purpose) are different for each of the two groups: The Help Group will more closely require helping colleagues physically (in person) while the Social group is leveraged using remote technological capabilities.
6	Description of categories of persons whose data ESMA processes and list of data categories	ESMA's and EBA's statutory staff (Temporary Agents, Permanent Agents, Seconded National Experts and Trainees) and ESMA's and EBA's non-statutory staff (external consultants) who volunteer to join this Inter-Agency Support Group: Support Help Group: Name, surname, professional email address and telephone and personal postal address, Social Group: Name, surname, professional email address and telephone.
7	Time limit for keeping the data	Staff having volunteered may at any time discontinue participation by a simple email to the ESMA Staff Committee. All collected personal data will be destroyed at the latest one month after ESMA's is back to normal operations at the main headquarters building.
8	Recipients of the data	ESMA and EBA Staff Committee Members as well as relevant Staff of EBA HR. The information is also made available to ESMA's and EBA's staff.
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.	ESMA applies security controls aligned with ESMA's Security Policies and Procedures which are notably aligned with ISO/IEC 27001. Security controls include, but are not limited to, encrypting data in transit and at rest as well as the use of a compliant SOC3 Outsourcing and Cloud Service Providers.
11	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	<p>DATA PRIVACY NOTICE</p> <p>What personal data do we process and who can access it? For the purpose of establishing the volunteer support groups, collection and processing of contact details of staff (temporary agents, contract agents, seconded national experts and trainees) and consultants at the ESMA and/or EBA is done based on the freely given consent of persons who volunteer either for being contacted later on to provide support or for receiving support from the support group(s).</p> <p>The names and email address of those who wish to volunteer for the 'social contact' group are required so the Staff Committee and/or HR Unit can establish an Excel table database of names. This Excel table will be published, based on the approval of the data subject, on the intranet of the EBA and/or ESMA.</p> <p>Furthermore, if a staff member wishes to act as a 'help support volunteer', they are required to provide their name, email address and location (city and neighborhood) so that the Staff Committee and/or HR Unit can establish an Excel table database. This Excel sheet will be published, based on the approval of the data subject, on the intranet of the EBA and/or ESMA.</p> <p>Staff and consultants will provide the abovementioned data by email and will be required to give their explicit consent that this data be used for the purpose as described above. Who can access it? The data collected will appear in an Excel table(s) on the intranet of the EBA and/or ESMA. Colleagues who would like help or social contact can consult the lists. For what purpose do we process your personal data? The purpose of processing your personal data is: • To establish volunteer support groups: To collect the contact details of staff and consultants at the EBA that wish to volunteer for the support group(s) and who wish to avail of contact from a member(s) of the support group(s) at either the EBA and/or ESMA. What is the legal basis for processing your personal data? Processing of your personal data is necessary as in the current circumstances, whilst respecting governmental guidelines and maintaining safety, it is important for staff, temporary agents, contract agents, seconded national experts, trainees and consultants to maintain contact with other colleagues, whether it be at the EBA and/or ESMA, if they wish to do so and to know that there may be someone who could help them if they are unable to leave their home.</p> <p>In this context, volunteer support groups are being set up to encourage social interaction and to assist those in need whilst in lock-down, self-isolation or quarantine. Staff and consultants who wish to do so will provide the above mentioned data by email and will be required to confirm that they agree that this data be used for the purpose as described above. To be placed in an Excel table database of volunteers for help and/or social contact that will be published on the intranet of the EBA and/or ESMA.</p> <p>Where did we get your personal data? Staff and consultants who wish to do so will provide the above mentioned data by email and will be required to confirm that they agree that this data be used for the purpose as described above. To be placed in an Excel table database of volunteers for help and/or social contact that will be published on the intranet of the EBA and/or ESMA.</p> <p>How long do we keep your personal data? All collected personal data will be destroyed one month after ESMA's Staff Committee decides to discontinue Social Volunteer Supporting groups and no more than three months counted from the moment the information was initially collected from data subjects; from then on ESMA's Staff Committee will have to gather again data subject's informed consent.</p> <p>What are your rights regarding your personal data? You have the right of access to your personal data and to relevant information concerning how we use it. You have the right to rectify your personal data. You have the right at any moment to ask that we delete your personal data or restrict its use.</p> <p>In case of queries we encourage you to contact by email: (ESMA.StaffCommittee@esma.europa.eu)</p> <p>If you have any remarks or complaints regarding the way we process your personal data, we invite you to contact the DPO of the ESMA (DPO@esma.europa.eu) You have, in any case, the right to lodge a complaint with the European Data Protection Supervisor (EDPS) (edps@edps.europa.eu), https://edps.europa.eu/data-protection/our-roles/supervisor/complaints_en</p>