



Record of processing activity

Processing of personal data in the context of access to documents requests

Record of EBA activities processing personal data, based on Article 31 of Regulation (EU) 2018/1725 (EUDPR)

Nr	Item	Description
Part 1 - Article 31 Record		
1	Last update of this record	21/01/2022
2	Reference number	EBA/DPR/03/2022
3	Name and contact details of controller	Controller: European Banking Authority, Tour Europlaza, 20 avenue André Prothin, CS 30154, 92927 Paris La Défense CEDEX, France Contact: executiveoffice@eba.europa.eu
4	Name and contact details of DPO	dpo@eba.europa.eu
5	Name and contact details of joint controller (where applicable)	N/A
6	Name and contact details of processor (where applicable)	N/A
7	Short description and purpose of the processing	The purpose of the processing is to ensure the appropriate handling of requests for access to documents under Regulation 1049/2001. Short description of the processing operation: - Receipt of the request through different channels, i.e. through the functional mailbox AtD@eba.europa.eu , the dedicated request form available on the EBA's website, or by ordinal mail. - Sending an acknowledgement of receipt to the applicant; - Analysis of the request, including defining the scope, assessing possible disclosure of documents originating from the EBA or third parties; consultation with third parties, assessing public access to

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		<p>personal data contained in documents (Regulation (EU) 2018/1725 applies);</p> <ul style="list-style-type: none"> - Taking a decision on the request; - Informing the applicant of the decision to disclose or to refuse the disclosure of documents or information; - Possible receipt of a confirmatory request; - Analysis of the confirmatory request; - Taking a decision on the confirmatory request; - Informing the applicant of the decision on the confirmatory request.
8	Description of categories of persons whose data the EDPS processes and list of data categories	<p>Categories of persons</p> <ul style="list-style-type: none"> - Any natural person or any individual acting on behalf of a legal person who submits a request for access to documents; - Any natural person whose identity appears on the documents requested. This could include personal data about EBA's staff, staff of other EU bodies institutions, or personal data of other individuals. <p>List of data categories</p> <ul style="list-style-type: none"> - Name and contact details of the person requesting the documents; - Any personal data contained in documents and files covered by the scope of the request.
9	Time limit for keeping the data	The file will be stored by the EBA for a maximum of ten years after the closure of the case, or as long as or if the EBA is under a legal obligation to do so.
10	Recipients of the data	Personal data submitted by the applicants are not disclosed outside the EBA.
11	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12	General description of security measures, where possible	Personal data can be accessed by a limited number of staff members, who are involved on a need-to-know basis when handling the request for access. Technical measures include storing the files electronically in a restricted area of the Document Management System of the Legal and Compliance Unit. The staff of the Legal and Compliance Unit dealing with your access to

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13	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the data protection notice:	Link to the data protection notice