

RECORD OF PROCESSING ACTIVITIES

SPECIAL ID CARDS FOR STAFF MEMBERS GERMAN FOREIGN OFFICE

1. PROCESSING PARTIES

1.1 CONTROLLER NAME

Authority for Anti-Money Laundering and Countering
the Financing of Terrorism (AMLA)
MesseTurm, Friedrich-Ebert-Anlage 49
60308 Frankfurt am Main, Germany

RESPONSIBLE UNIT

Executive Director / Human Resources Unit
HR@amla.europa.eu

1.2 DATA PROTECTION OFFICER name

DPO

CONTACT DETAILS

dpo@amla.europa.eu

1.3 PROCESSOR NAME (IF APPLICABLE)

CONTACT DETAILS

1.4 JOINT CONTROLLERS NAME (IF APPLICABLE)

CONTACT DETAILS

N/A

N/A

2. PROCESSING ACTIVITY

2.1 NAME OF THE ACTIVITY

Special ID cards by the German Federal Foreign Office.

2.2 PURPOSE OF THE PROCESSING OF PERSONAL DATA

The purpose of this processing is to allow the German Federal Foreign Office to issue AMLA statutory staff members and their spouses, registered civil partners and dependent family members, accreditation documents as stated in the Headquarters Agreement and in the Protocol (No7) on the privileges and immunities of the European Union. **The provision of information also allows the national authorities to follow up on the privileges granted to staff.**

2.3 OTHER PURPOSES

N/A

2.4 LEGAL BASIS

Choose applicable as per Article 5(1) of Reg. (EU) 2018/1725:

Check

(YES/NO)

Art. 5(1)(a) For the performance of a task carried out in
public interest or under AMLA Regulation

/

Art. 5(1)(b) For complying with a legal obligation upon the Unit/Authority	<input checked="" type="checkbox"/> <input type="checkbox"/>	Legal basis of this processing is as follows: a) Article 15(1), (2) of the Headquarters Agreement c) Verbal notes between the Authority and the Federal Foreign Office of Germany d) Article 15 of Protocol (No7) on the privileges and immunities of the European Union
Art. 5(1)(c) For contractual reasons of the Data Subject	<input type="checkbox"/> <input checked="" type="checkbox"/>	
Art. 5(1)(d) The Data Subject has given consent for one (or more) purposes as listed above	<input type="checkbox"/> <input checked="" type="checkbox"/>	
Art. 5(1)(e) For protecting the vital interests of the data subject	<input type="checkbox"/> <input checked="" type="checkbox"/>	

2.5 NECESSITY OF THE PROCESSING OF PERSONAL DATA

Personal data are processed to facilitate staff members when requesting an ID Card through the HR Unit and issued by the German Foreign Office in compliance with Article 15 of the Headquarters Agreement between the Government of the Federal Republic of Germany and the AMLA concerning the seat of AMLA.

2.6 DATA SUBJECTS

<input checked="" type="checkbox"/> Staff (TA/CA)	<input type="checkbox"/> Member States/ Competent authorities contacts
<input checked="" type="checkbox"/> SNEs (only for information obligation, not for issuing ID cards)	<input type="checkbox"/> Other contacts (please specify)
<input type="checkbox"/> Trainees	<input checked="" type="checkbox"/> Family members of AMLA statutory staff members
<input type="checkbox"/> Outsourced personnel	

2.7 CATEGORIES OF PERSONAL DATA

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Title, Function (please specify) Function
<input checked="" type="checkbox"/> Surname	<input checked="" type="checkbox"/> Location
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Others: family status
<input checked="" type="checkbox"/> Nationality	
<input checked="" type="checkbox"/> Picture	
<input checked="" type="checkbox"/> Communication Data (Email Account, Telephone Number, Address Work or Personal - please specify) German private address	

2.8 DATA RETENTION

Data category **All categories** *Time limit* These data are always stored in SYSPER and the SYSPER data retention period apply, which is 10 years since end of contract

3. DISCLOSURE OF PERSONAL DATA - RECIPIENTS WHERE PERSONAL DATA IS DISCLOSED

3.1 INTERNAL UNITS

(Please list all internal entities to whom the data will be disclosed):

Human Resources Unit

3.2 MEMBER STATES AUTHORITIES OR THIRD PARTIES (i.e.: private sector) WITHIN THE EU

German Federal Foreign Office

3.3 THIRD COUNTRIES AND/OR INTERNATIONAL ORGANISATIONS

N/A

4. PRIVACY STATEMENT/ DATA PROTECTION NOTICE

FOR MORE INFORMATION
INCLUDING HOW TO EXERCISE
YOUR RIGHTS TO ACCESS,
RECTIFICATION, OBJECT AND
DATA PORTABILITY (WHERE
APPLICABLE).

FOR DRAFTING OF THE PRIVACY
STATEMENT, PLEASE FOLLOW
ART. 15-16 OF THE DPR.

4.1 Please insert a link if available, or the text of the Privacy Statement:**Why do we process personal data?**

The purpose of this processing is to allow the German Federal Foreign Office to issue AMLA statutory staff members and their spouses, registered civil partners and dependent family members, accreditation documents as stated in the Headquarters Agreement and in the Protocol (No7) on the privileges and immunities of the European Union.

What categories of personal data are collected and will be processed?

Name, surname, place/date of birth, gender, nationality, ID card/passport number/biometric photo, special signature forms.

Who is responsible for processing your personal data?

The Data Controller is AMLA, Human Resources Unit (HR). Physical and mail address: MesseTurm, Friedrich-Ebert-Anlage 49, 60308 Frankfurt am Main, Germany; email: HR@amla.europa.eu.

AMLA Data Protection Officer can be reached at:

DPO@amla.europa.eu regarding issues related to the processing of your personal data.

What is the legal basis for processing your personal data?

- a) Article 15(1), (2) of the Headquarters Agreement
- c) Verbal notes between the Authority and the Federal Foreign Office of Germany
- d) Article 15 of Protocol (No7) on the privileges and immunities of the European Union

How long will the AMLA keep personal data?

The communication to the German Federal Foreign Office is under the retention period of the Record of processing personal data in SYSPER. The recipient of the data will be the German Federal Foreign Office.

What are your rights?

As a data subject, you have the right to access your data and have it corrected, erased or restricted if applicable. In certain cases, you can object to processing of your personal data.

There is no profiling or automated decision making, and your data is not being transferred to any third country. You can request the exercise of your rights to the Data Controller (via e-mail HR@amla.europa.eu) or DPO (via e-mail

dpo@amla.europa.eu). You may recourse to the European Data Protection Supervisor if you believe that the processing of your Personal Data carried out by the Agency is unlawful.

4.2 Please explain how you intend to provide the Privacy Statement to the Data Subjects (i.e. via email, teams, Website, etc.):

Via internal communication and HR site in the intranet.

5. DATA SECURITY

5.1 ORGANISATIONAL MEASURES

Personal data is accessed only on the need-to-know basis and securely transmitted to the relevant authorities in line with applicable procedures.

5.2 TECHNICAL MEASURES

	Check (YES/NO)	Description (if YES)
Pseudonymisation or Encryption	<input type="checkbox"/> / <input checked="" type="checkbox"/>	
Measures to ensure:		
– Confidentiality of Data	<input checked="" type="checkbox"/> / <input type="checkbox"/>	
– Integrity of Data	<input checked="" type="checkbox"/> / <input type="checkbox"/>	
– Availability of Data	<input checked="" type="checkbox"/> / <input type="checkbox"/>	
Resilience of Systems and Services	<input checked="" type="checkbox"/> / <input type="checkbox"/>	
Restoration of availability and access to Personal Data in a timely manner	<input checked="" type="checkbox"/> / <input type="checkbox"/>	
Process for testing, assessing and evaluation of the effectiveness the measures	<input type="checkbox"/> / <input checked="" type="checkbox"/>	