

## Record of Processing Activity

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### Use of the “Contact us” form

#### 1. Introduction

The Anti Money Laundering Authority (AMLA) processes your personal data based on Regulation (EU)2018/1725 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data<sup>1</sup>.

#### 2. Who is controller?

AMLA is the controller with regard to the data processing activities described in this data protection notice. AMLA can be contacted through the contact form in the [contact us](#) page of its website by choosing the topic “Personal Data Protection Policy”.

#### 3. Why do we process your personal data?

AMLA website is the most important tool for communication with the public and stakeholders. The use of the “contact us form” allows users to use AMLA website following a guided approach as well as to contact AMLA for clarification and further information.

#### 4. What is the legal basis for processing your personal data?

AMLA’s founding regulation: <https://data.consilium.europa.eu/doc/document/PE-35-2024-INIT/en/pdf>

The processing is necessary for the management and functioning of AMLA and therefore lawful in accordance with Article 5(a) of Regulation (EU)2018/1725.

#### 5. Which personal data do we collect and process?

AMLA collects and processes the following personal data from users of its website:

- E-mail address (required)
- First Name (required)

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<sup>1</sup> OJ L 295 21.11.2018, p. 39-38

- Last Name (required)

## 6. Who may receive your personal data?

Personal data may be accessed by the AMLA Staff directly involved in the activities (designated administrators or agents) and AMLA contractors under the direct supervision of AMLA staff.

## 7. How long do we keep your personal data?

We do not keep your personal information for longer than necessary for the purposes for which we collected it. However, contact form submissions are in any case deleted after 6 months.

## 8. Data subject rights

Data subjects, i.e. the natural persons whose personal data are processed, have certain rights under the [Regulation \(EU\) 2018/1725](#). In particular, the following rights are provided to the data subjects (under articles 16 to 24 of the Regulation):

- **Right to be informed** of any processing of their personal data, including information on the controller (who is in charge of the processing), the purpose and the legal basis, the types of data being processed, data recipients, time limits for the processing, as well as possible transfers of personal data to third countries;
- **Right of access** to one's personal data, including information on the purpose of the processing of the data, the types of data, data recipients, time limits, as well as possible transfers of personal data to third countries;
- **Right to rectify** (correct) one's personal data when inaccurate or incomplete;
- **Right to have data erased** ("right to be forgotten") under certain circumstances (e.g. when the data is no longer necessary for the purpose for which they were collected);
- **Right to restrict** the processing of personal data under certain circumstances (e.g. when the accuracy of the data is contested);
- **Right to object** to the processing of personal data under certain circumstances;
- **Right not be subject to a decision based solely on automated processing**, including profiling, which produces legal effects concerning the data subject or similarly significantly affects him or her.

## 9. You have the right to lodge a complaint.

If you have any remarks or complaints regarding the way we process your personal data, we invite you to use the 'contact us form' in the [contact us](#) page, choosing the topic "Personal Data Protection Policy".

AMLA is in its start-up phase and the data protection officer has not been yet appointed. As soon as the DPO is appointed, his contact details will be made available on [AMLA's website](#).

In case of conflict, complaints can be addressed to the European Data Protection Supervisor (EDPS) using the following email address: [edps@edps.europa.eu](mailto:edps@edps.europa.eu).