

RECORD OF PROCESSING ACTIVITIES

ELECTIONS OF THE STAFF COMMITTEE

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

N/A – Election Committee
electioncommittee@amla.europa.eu

1.2 DATA PROTECTION OFFICER name

Nayra Perez

CONTACT DETAILS

dpo@amla.europa.eu

1.3 PROCESSOR NAME (IF APPLICABLE)

EU COM – EU Survey
EU COM also acts as Controller for EU Login, the
authentication tool to use EU Survey

CONTACT DETAILS

For EU Survey (EU COM)
<https://ec.europa.eu/eusurvey/home/support>
EU COM DPO DATA-PROTECTION-OFFICER@ec.europa.eu

1.4 JOINT CONTROLLERS NAME (IF APPLICABLE)

N/A

CONTACT DETAILS

2. PROCESSING ACTIVITY

2.1 NAME OF THE ACTIVITY

[Elections of the Staff Committee](#)

2.2 PURPOSE OF THE PROCESSING OF PERSONAL DATA

The purpose of this processing activity is to organize staff committee elections, in line with the Staff Regulations and CEOS, and in particular Articles 9, 10a, 110(2) thereof, Article 1 of Annex II to the Staff Regulations and Article 7 of the CEOS.

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

Please name the task:

Art. 5(1)(b) For complying with a legal obligation upon the Unit/Authority	<input checked="" type="checkbox"/>	<i>Please specify the legal obligation:</i> Articles 9, 10a, 110(2) thereof, Article 1 of Annex II to the Staff Regulations and Article 7 of the CEOS
Art. 5(1)(c) For contractual reasons of the Data Subject	<input type="checkbox"/>	Click or tap here to enter text.
Art. 5(1)(d) The Data Subject has given consent for one (or more) purposes as listed above	<input checked="" type="checkbox"/>	<i>Please explain how the consent is gathered:</i> Data subjects who choose to be candidates may provide their own personal data to support their candidacy
Art. 5(1)(e) For protecting the vital interests of the data subject	<input type="checkbox"/>	<i>Please specify:</i> Click or tap here to enter text.

2.5 NECESSITY OF THE PROCESSING OF PERSONAL DATA

AMLA is obliged by the Staff Regulations and by the CEOS to establish a Staff Committee, which should represent the staff vis-à-vis the Agency, perform functions assigned to it by the Staff Regulations, in particular by Articles 9(3) and 110(2) thereof, Article 1 of Annex II to the Staff Regulations and Article 7 of the CEOS.

2.6 DATA SUBJECTS

- | | |
|--|---|
| <input checked="" type="checkbox"/> Staff (CA, TA AD, TA AST)
<input type="checkbox"/> SNEs
<input type="checkbox"/> Trainees
<input type="checkbox"/> Outsourced personnel | <input type="checkbox"/> Member States/ Competent authorities contacts
<input type="checkbox"/> Other contacts (please specify) Click or tap here to enter text.
<input type="checkbox"/> Other (please specify) Click or tap here to enter text. |
|--|---|

2.7 CATEGORIES OF PERSONAL DATA

- | | |
|---|---|
| <input checked="" type="checkbox"/> Name
<input checked="" type="checkbox"/> Surname
<input type="checkbox"/> Place/Date of Birth
<input type="checkbox"/> Gender
<input type="checkbox"/> Nationality
<input type="checkbox"/> ID Card/Passport Number/ Personal Number
<input type="checkbox"/> Picture | <input checked="" type="checkbox"/> Communication Data - Email address
<input checked="" type="checkbox"/> Title, Function (job category – CA, TA AD, TA AST for SC candidates)
<input type="checkbox"/> Financial information (Bank Account or Others – please specify) Click or tap here to enter text.
<input type="checkbox"/> Bio
<input type="checkbox"/> CV
<input type="checkbox"/> Location
<input type="checkbox"/> Others (Cover letter, professional certificates, language certificates, motivation letters and the data categories that may be inserted in those documents) – any information that the candidates may disclose to support their candidacy |
|---|---|

2.8 DATA RETENTION

<i>Data category</i>	<i>Time limit</i>
Name, Surname, Communication Data – email address, title, function (job category – CA, TA AST, TA AD for SC candidates)	Deleted immediately after the Staff Committee is established

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):

AMLA staff and electoral committee

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

N/A

3.3 THIRD COUNTRIES AND/OR INTERNATIONAL ORGANISATIONS

(If this is the case, please document the additional safeguards in compliance with Art. 48 of the DPR):

N/A

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

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:

Your personal data is processed by AMLA, who is the Controller, for the purpose of establishing Staff Committee at AMLA. The processing of name, surname, and email addresses, and, for Staff Committee candidates, their category (CA, TA AD, TA AST), is necessary for conducting Staff Committee elections.

You may contact the Data Protection Officer of AMLA at: dpo@amla.europa.eu regarding issues related to the processing of your personal data. The legal basis for processing your personal data is the obligation of the Authority under Staff Regulations and CEOS, and in particular Articles 9, 10a, 110(2) thereof, Article 1 of Annex II to the Staff Regulations and Article 7 of the CEOS. Additionally, the processing is performed under the basis of Executive Board Decision 20/2025 on Staff Committee from 16 December 2025.

The recipients of your data will be AMLA, who is the Controller, for the purpose of establishing Staff Committee at AMLA. You have the right to lodge a complaint with the European Data Protection Supervisor (https://edps.europa.eu/data-protection/our-role-supervisor/complaints/edps-complaint-form_en) if you consider that your data protection rights have been infringed.

Your data will not be transferred to third countries or international organizations, nor it will not be used for an automated decision-making including profiling. You have the right to:

- Access your personal data under the conditions of Article 17 of Regulation (EU) 2018/1725
- Rectify your personal data under the conditions of Article 18 of Regulation (EU) 2018/1725,
- Erase your personal data under Article 19 of Regulation (EU) 2018/1725, when applicable,
- Restrict the processing concerning yourself under Article 20 of Regulation (EU) 2018/1725, when applicable or
- Exercise your right to object under Article 23 of Regulation (EU) 2018/1725. If you would like to exercise any of these rights, contact the controller or the DPO.

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

The PS will be inserted before the start of the Survey and published on intranet

5. DATA SECURITY

5.1 ORGANISATIONAL MEASURES

EU Survey stores the EU Login username as well as e-mail addresses of the survey owners at the Data Centre of the European Commission.

The European Commission has implemented security measures to protect server hardware, software and the network from accidental or malicious manipulations and loss of data. All data is stored on European Commission servers managed by DG DIGIT in line with the technical security provisions laid down in the Commission Decision (EU, Euratom) 2017/46 of 10 January 2017 on the security of communication and information systems in the European Commission, its subsequent versions, its implementing rules (as adapted from time to time) and the corresponding security standards and guidelines, as well as the Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on the security in the Commission, its implementing rules and the corresponding security notices. These documents (as adapted from time to time) are available for consultation at the following address: https://ec.europa.eu/info/publications/security-standards-applying-all-european-commission-information-systems_en The Team Leaders shall collect their notes and provide them to a dedicated folder under the HR responsibility. The folder will have access rights restricted to HR staff and individual Team Leaders. A consolidated report is to be provided to executive management.

5.2 TECHNICAL MEASURES

	<i>Check (YES)</i>	<i>Description (if YES)</i>
Pseudonymisation or Encryption	x	Both EU Survey and SharePoint are encrypted
Measures to ensure:		
– Confidentiality of Data	x	Click or tap here to enter text.
– Integrity of Data	x	Click or tap here to enter text.
– Availability of Data	x	Click or tap here to enter text.
Resilience of Systems and Services	<input type="checkbox"/>	Click or tap here to enter text.
Restoration of availability and access to Personal Data in a timely manner	<input type="checkbox"/>	Click or tap here to enter text.
Process for testing, assessing and evaluation of the effectiveness the measures	<input type="checkbox"/>	Click or tap here to enter text.