Record of Processing Activity for Data Controllers

1. PROCESSING PARTIES

1. CONTROLLER NAME	RESPONSIBLE UNIT
AMLA (Anti-Money Laundering Authority) Address: MesseTurm Friedrich-Ebert-Anlage 49 60308 Frankfurt am Main Germany	**FIU team** E-mail: fiu-team@amla.europa.eu
2. DATA PROTECTION OFFICER NAME	**CONTACT DETAILS**
DPO	**dpo@amla.europa.eu**
3. PROCESSOR NAME (IF APPLICABLE)	**CONTACT DETAILS**
N/A	N/A
4. JOINT CONTROLLERS NAME (IF APPLICABLE)	**CONTACT DETAILS**
N/A	N/A

2. PROCESSING ACTIVITY

1. NAME OF THE ACTIVITY

Designation process of FIU delegates

2. PURPOSE OF THE PROCESSING OF PERSONAL DATA

To assess the appointed candidates against the legal criteria set for FIU delegates in order to be able to conduct a successful designation and subsequent establishment of rights and entitlements

3. OTHER PURPOSES

◉ No other purposes	○ If you are going to use the data for other purposes, please explain below: Click or tap here to enter text.

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:* Article 44 of AMLA Regulation
• **Art. 5(1)(b)** For complying with a legal obligation upon the Unit/Auhtority	☐/☐	*Please specify the legal obligation:* Click or tap here to enter text.
• **Art. 5(1)(c)** For contractual reasons of the Data Subject	☐/☐	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	☐/☐	*Please explain how the consent is gathered:* Click or tap here to enter text.
• **Art. 5(1)(e)** For protecting the vital interests of the data subject	☐/☐	*Please specify:* Click or tap here to enter text.

5. NECESSITY OF THE PROCESSING OF PERSONAL DATA

The FIU delegates can be rejected by AMLA General Board. In order for the General Board to know whether the appointed candidates can be designated, the General Board needs to see not only whether the candidate fulfils the requirements but also in what measure does each candidate fulfils the requirements set.

6. DATA SUBJECTS

☒ **For Administrative Data**

☐ Staff (TA/CA)	☒ Member States/ Competent authorities contacts
☒ SNEs	☐ Other contacts Please specify here.
☐ Trainees	☐ Others Please specify here.
☐ Outsourced personnel	

7. CATEGORIES OF PERSONAL DATA

☒ **For Administrative data**

☒ Name	☒ Communication Data (Email Account, Telephone Number, Address Work or Personal) Please specify here.
☒ Surname	☒ Title, Function Please specify here.
☒ Place/ Date of Birth	☐ Financial information (Bank Account or Others) Please specify here.
☒ Gender	☒ Bio
☒ Nationality	☒ CV
☐ ID Card/Passport Number/ Personal Number	☐ Location
☐ Picture	Others Cover letter, professional certificates, language certificates, motivation letters and the data categories that may be inserted in those documents

8. DATA RETENTION

Data category	Time limit
All data categories minus those required for the onboarding process (identification details, contact details and CV)	3 months after the approval of designation of the delegate by the General Board
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

3. DISCLOSURE OF PERSONAL DATA

RECIPIENTS WHERE PERSONAL DATA IS DISCLOSED

1. INTERNAL UNITS

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

HR, Selection Panel, General Board and FIU team of AMLA

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

Click or tap here to enter text.

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):

Click or tap here to enter text.

5. PRIVACY STATEMENT

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.	***1**. Please insert a link if available, or the text of the Privacy Statement:* Click or tap here to enter text. Your personal data is processed by AMLA, who is the Controller, for the purpose of assessing the appointed candidates against the legal criteria set for FIU delegates in order to be able to conduct a successful designation and subsequent establishment of rights and entitlements. You can contact the Controller at: fiu-team@amla.europa.eu. 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 Article 5(1)(a) Reg. (EU) 2018/1725 and article 44 of Reg. (EU) 2024/1620 (AMLA Regulation). Your data will be kept for the duration of 3 months after the approval of designation of the delegate by the General Board. The recipients of your data will be AMLA HR, AMLA Evaluation Panel, General Board in FIU composition and FIU team of AMLA. We are processing your CV and a cover letter sent by the institution that has appointed you, which has sent AMLA this documentation and data. Only the cover letter will be shared with the General Board. 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 organisations. Your personal data will not be used for an automated decision-making including profiling. You can exercise your rights, including the right to access your own data, right to rectification, right to erasure, right to restriction and right to object. If you would like to exercise any of these rights, contact the controller or the DPO. **2**. Please explain how you intend to provide the Privacy Statement to the Data Subjects (i.e. via email, teams, Website etc) The privacy statement is provided to all the proposed candidates and their competent authorities via electronic communication

6. DATA SECURITY

1. ORGANISATIONAL MEASURES		
Data to be sent via email, structured and organised in dedicated folder with limited access rights		
2. TECHNICAL MEASURES		
	Check (Yes/No)	Description (if Yes)
Pseudonymisation or Encryption	☐/☐	Click or tap here to enter text.
Measures to ensure:		
• Confidentiality of Data	☐/☐	Click or tap here to enter text.
• Integrity of Data	☐/☐	Click or tap here to enter text.
• Availability of Data	☐/☐	Click or tap here to enter text.
Resilience of Systems and Services	☐/☐	Click or tap here to enter text.

Restoration of availability and access to Personal Data in a timely manner	☐/☐	Click or tap here to enter text.
Process for testing, assessing and evaluation of the effectiveness the measures	☐/☐	Click or tap here to enter text.