

Record of Processing Activity for Data Controllers

1. PROCESSING PARTIES

1. CONTROLLER NAME	RESPONSIBLE UNIT
<u>AMLA (Anti-Money Laundering Authority)</u> Address:	<u>FIU team</u> 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. <u>NAME OF THE ACTIVITY</u>		
Designation process of FIU delegates		
2. <u>PURPOSE OF THE PROCESSING OF PERSONAL DATA</u>		
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. <u>OTHER PURPOSES</u>		
<input checked="" type="radio"/> No other purposes	<input type="radio"/> If you are going to use the data for other purposes, please explain below: Click or tap here to enter text.	
4. <u>LEGAL BASIS</u>		
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	<input checked="" type="checkbox"/> / <input type="checkbox"/>	<i>Please name the task:</i> Article 44 of AMLA Regulation
• Art. 5(1)(b) For complying with a legal obligation upon the Unit/Auhtority	<input type="checkbox"/> / <input type="checkbox"/>	<i>Please specify the legal obligation:</i> Click or tap here to enter text.
• Art. 5(1)(c) For contractual reasons of the Data Subject	<input type="checkbox"/> / <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 type="checkbox"/> / <input type="checkbox"/>	<i>Please explain how the consent is gathered:</i> Click or tap here to enter text.
• Art. 5(1)(e) For protecting the vital interests of the data subject	<input type="checkbox"/> / <input type="checkbox"/>	<i>Please specify:</i> Click or tap here to enter text.
5. <u>NECESSITY OF THE PROCESSING OF PERSONAL DATA</u>		
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. <u>DATA SUBJECTS</u>		

<input checked="" type="checkbox"/> <u>For Administrative Data</u>	
<input type="checkbox"/> Staff (TA/CA) <input checked="" type="checkbox"/> SNEs <input type="checkbox"/> Trainees <input type="checkbox"/> Outsourced personnel	<input checked="" type="checkbox"/> Member States/ Competent authorities contacts <input type="checkbox"/> Other contacts <i>Please specify here.</i> <input type="checkbox"/> Others <i>Please specify here.</i>
7. <u>CATEGORIES OF PERSONAL DATA</u>	
<input checked="" type="checkbox"/> <u>For Administrative data</u>	
<input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Surname <input checked="" type="checkbox"/> Place/ Date of Birth <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> Nationality <input type="checkbox"/> ID Card/Passport Number/ Personal Number <input type="checkbox"/> Picture <input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Communication Data (Email Account, Telephone Number, Address Work or Personal) <i>Please specify here.</i> <input checked="" type="checkbox"/> Title, Function <i>Please specify here.</i> <input type="checkbox"/> Financial information (Bank Account or Others) <i>Please specify here.</i> <input checked="" type="checkbox"/> Bio <input checked="" type="checkbox"/> CV <input type="checkbox"/> Location Others Cover letter, professional certificates, language certificates, motivation letters and the data categories that may be inserted in those documents
8. <u>DATA RETENTION</u>	
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
<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>
<i>Click or tap here to enter text.</i>	<i>Click or tap here to enter text.</i>

3. DISCLOSURE OF PERSONAL DATA

RECIPIENTS WHERE PERSONAL DATA IS DISCLOSED
1. INTERNAL UNITS <i>(Please list all internal entities to whom the data will be disclosed):</i> HR, Selection Panel, General Board and FIU team of AMLA
2. MEMBER STATES AUTHORITIES OR THIRD PARTIES (i.e.: private sector) WITHIN THE EU <i>Click or tap here to enter text.</i>
3. THIRD COUNTRIES AND/OR INTERNATIONAL ORGANISATIONS <i>(If this is the case, please document the additional safeguards in compliance with Art. 48 of the DPR):</i> <i>Click or tap here to enter text.</i>

4. PRIVACY STATEMENT

<u>PRIVACY STATEMENT/ DATA PROTECTION NOTICE</u>	
	1. Please insert a link if available, or the text of the Privacy Statement:

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.	Click or tap here to enter text. Follow the Guidelines available here.
	2. Please explain how you intend to provide the Privacy Statement to the Data Subjects (i.e. via email, teams, Website etc)
	Click or tap here to enter text.

5. DATA SECURITY

1. <u>ORGANISATIONAL MEASURES</u>		
Data to be sent via email, structured and organised in dedicated folder with limited access rights		
2. <u>TECHNICAL MEASURES</u> : N/A		
	Check (Yes/No)	Description (if Yes)
Pseudonymisation or Encryption	<input type="checkbox"/> / <input type="checkbox"/>	Click or tap here to enter text.
<u>Measures to ensure:</u>		
• Confidentiality of Data	<input type="checkbox"/> / <input type="checkbox"/>	Click or tap here to enter text.
• Integrity of Data	<input type="checkbox"/> / <input type="checkbox"/>	Click or tap here to enter text.
• Availability of Data	<input type="checkbox"/> / <input type="checkbox"/>	Click or tap here to enter text.
Resilience of Systems and Services	<input type="checkbox"/> / <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"/> / <input type="checkbox"/>	Click or tap here to enter text.
Process for testing, assessing and evaluation of the effectiveness the measures	<input type="checkbox"/> / <input type="checkbox"/>	Click or tap here to enter text.