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ECB-PUBLIC

UPDATABLE

RECORD OF PROCESSING ACTIVITY

Management of Library services

1. Controller(s) of data processing activities

Controller: European Central Bank (ECB)

Contact details:

European Central Bank

Sonnemannstrasse 22

60314 Frankfurt am Main

Germany

E-mail: info@ecb.europa.eu

Organisational unit responsible for the processing activity: Directorate General Secretariat,
Division Information Governance

Data Protection Officer (DPO): DPO@ecb.europa.eu

2. Who is actually conducting the processing activity?

- The data is processed by the ECB itself
- The organisational unit conducting the processing activity is:
Directorate General Secretariat, Division Information Governance

3. Purpose of the processing

- managing the automated library system (Alma), and the provision of electronic information services;
- administering the alert services regarding library resource updates and managing licenses of electronic resources information products and services to which the Library subscribes;

- management of the inter-library loans;
- newspaper routing/distribution lists;
- license management and user administration of electronic resources.

4. Description of the categories of data subjects

- ECB employee(s)
- Externals (agency staff, consultants, trainees or secondees)
- NCB or NCA counterparts (in the ESCB or SSM context)
- Contractors providing goods or services

5. Description of the categories of personal data processed

- Personal details (name, address etc)
- Education & Training details
- Employment details
- Goods or services provided
- Other: *Information on which material a user has loaned from the Library*

6. The categories or recipients to whom the personal data have been or will be disclosed, including the recipient(s) of the data in Member States, third countries or international organisations

- Data subjects themselves
- Designated ECB staff members
- Other:
As regards the Library catalogue: LIBIS Staff (KULeuven Library)
Library catalogue open to all ECB staff, via the WEB interface of OneSearch every

registered user can see his/her own user account indicating loans and loans history

7. Retention time

- *Catalogue and supplier data is kept permanently;*
- *User data: as long as user holds an employment contract with the ECB and/or all borrowed material was returned.*
- *Data regarding the auto-forward services for Library related alerts and kept until recipient leaves ECB or requests to be deleted from distribution list.*
- *Records of inter-library loans: 5 years.*
- *Data on the newspaper routing and electronic resources: always kept up-to-date and overwritten with new information*