

| Nr. | Item | Emergency contact lists |
|-----|---|--|
| 1 | Name of the Controller | ESMA's Head of Governance and External Affairs Department - gea.dataprotection@esma.europa.eu |
| 1,1 | Address of the Controller | ESMA, 201-203 rue de Bercy, Paris 75012, France |
| 1,2 | ESMA Area Entrusted with Processing | ESMA/Governance and External Affairs Department |
| 1,3 | Processors (If any) | N/A |
| 2 | Name and contact details of DPO | ESMA DPO dpo@esma.europa.eu |
| 3 | Name and contact details of processor (where applicable) | N/A |
| 4 | Purpose of the processing | <p>External emergency contacts list: establishing a list of contacts to be used by both ESMA Chair and Executive Director as a measure of emergency to minimise any potential threats or disruptions in the functioning of the organisation or European financial markets.</p> <p>Internal emergency contacts list: establishing a list of contacts of ESMA staff to be used internally for any emergencies in the event of a crisis situation declared by the Chair/ED in case of potential threats or disruptions in the functioning of the organisation or European financial markets.</p> |
| 5 | Description of categories of persons whose data ESMA processes and list of data categories | <p>External emergency contacts list Categories of persons: Board members, their alternates, and key staff within their organisations such as internal coordinators and communication officers. Data categories: name, organisation, mobile number (business and private), business address.</p> <p>Internal emergency contacts list Categories of persons: ESMA staff. Data categories: name, mobile number (business and in some cases private), landline number, professional e-mail address.</p> |
| 6 | Time limit for keeping the data | <p>External emergency contacts list: data is kept for as long as individuals hold a key position as Board members, alternates, internal coordinators or communication officers (as described above) and therefore have to be contacted by ESMA in case of emergencies. The list is a living document that is updated on an ongoing basis. A regular check is also done at least annually to make sure the personal data of these individuals is deleted once they do no longer hold a key position.</p> <p>Internal emergency contacts list: personal data in the emergency contact list is kept for as long as individuals hold a position as ESMA staff. The contact list is a living document that is updated on a quarterly basis. Data from a given individual is deleted if he or she leaves the organisation/no longer part of the emergency contact list.</p> |
| 7 | Recipients of the data | <p>External emergency contacts list: data can only be accessed by ESMA Chair, ESMA Executive Director, their respective personal assistants and the Data Controller.</p> <p>Internal emergency contacts list: data can only be accessed by the staff from the concerned department (GEA) designated for the purpose of managing the emergency contact list, as well as ESMA staff members included in the emergency contact list for the purpose of ESMA's crisis management plan.</p> |
| 8 | Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards? | No |
| 9 | General description of security measures, where possible. | <p>External emergency contacts list: the contact list is a digital file saved in SharePoint with restricted access. The file can only be accessed by the ESMA Chair, ESMA Executive Director, their respective personal assistants and the Data Controller.</p> <p>Internal emergency contacts list: the contact list is a digital file saved in SharePoint with restricted access. It can only be accessed by the staff from the concerned department (GEA) designated for the purpose of managing the emergency contact list, as well as ESMA staff members included in the emergency contact list for the purpose of ESMA's crisis management plan.</p> <p>ESMA's IT infrastructure is protected by physical and logical security measures: the servers are installed on a high-security data centre with restricted physical access to the machines. Network firewalls protect the logic perimeter of the ESMA IT infrastructure; and the main computer systems holding the data are security hardened. Administrative measures include the obligation for ESMA staff and service providers maintaining the equipment and systems to have signed non-disclosure and confidentiality agreements.</p> |
| 10 | Information on how to exercise your rights to access, rectification, object and data portability (where applicable), including recourse right | <p>You may exercise your rights by contacting the Data Controller at: gea.dataprotection@esma.europa.eu</p> <p>a) You are entitled to access your information relating to your personal data processed by ESMA, verify its accuracy and, if necessary, correct it in case the data is inaccurate or incomplete. b) You have the right to request the erasure of your personal data, if your personal data is no longer needed for the purpose of the processing, if you withdraw your consent or if the processing operation is unlawful. c) You can ask the Data Controller to restrict the personal data processing, under certain circumstances, such as if you contest the accuracy of the processed personal data or if you are not sure if your personal data is lawfully processed. d) You may also object, on compelling legitimate grounds, to the processing of your personal data. e) Additionally, you may have the right to data portability which allows you to make a request to obtain the personal data that the Data Controller holds on you and to transfer it from one Data Controller to another, where technically possible.</p> <p>In some cases your rights might be restricted in accordance with Article 25 of the Regulation (EU) 2018/1725. In each case, ESMA will assess whether the restriction is appropriate. The restriction should be necessary and provided by law, and will continue only for as long as the reason for the restriction continues to exist. For more information, please see: https://www.esma.europa.eu/data-protection. If you have additional questions or concerns you can also contact: DPO@esma.europa.eu You have the right to lodge a complaint with the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under the Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by ESMA.</p> |