

Nr.	Item	Public consultations
1	Name of the Controller	Head of Investors and Issuers Department ini-assistants@esma.europa.eu
1.1	Address of the Controller	ESMA, 201-203 Rue de Bercy, 75012 Paris, 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 <a href="mailto:dpo@esma.europa.eu">dpo@esma.europa.eu</a>
3	Name and contact details of processor (where applicable)	N/A
4	Purpose of the processing	Processing of personal data for the purpose of carrying out public consultations necessary for the functioning of ESMA, in particular in the context of its regulatory activities. ESMA runs regular public consultations on its draft Guidelines or draft Technical standards for example. This allows ESMA to receive the views of stakeholders concerned by a particular topic.
5	Description of categories of persons whose data ESMA processes and list of data categories	<p>Categories of persons: respondents to public consultations</p> <p>Categories of personal data : Only personal data which are necessary for contributing to a public consultation is mandatory, such as:</p> <ul style="list-style-type: none"> <li>- Institution</li> <li>- Title</li> <li>- Name (First name and Surname)</li> </ul> <p>You may also spontaneously provide other personal data in optional fields, such as:</p> <ul style="list-style-type: none"> <li>- Email address</li> <li>- Activity</li> <li>- Phone number</li> </ul> <p>You may also spontaneously provide other personal data in the document you upload to a public consultation. Please be aware that the document will be published on ESMA website as submitted. If you don't wish such personal data to be publically available, you should not include personal data within the document you upload to a public consultation. Alternatively, you may choose the option to not have your response published on the ESMA website.</p>
6	Time limit for keeping the data	<p>Personal data submitted through the response submission form will be deleted as soon as no longer necessary for the purpose for which they are processed (i.e. publication of the final report or measure)</p> <p>Personal data contained in the response published on ESMA website will be published as submitted. If you don't wish such personal data to be publically available, you should not include personal data within the document you upload to a public consultation. Alternatively, you may choose the option to not have your response published on the ESMA website.</p> <p>The established list of respondents is saved on an internal server and will be deleted as soon as no longer necessary for the purpose for which the data are processed (i.e. publication of the final report or measure).</p>
7	Recipients of the data	<p>Only designated ESMA staff will have access to the personal data submitted when responding to a Public consultation for the purpose of managing the responses to the Public consultation.</p> <p>The personal data contained in the document submitted to ESMA will be published as received and can be accessed by the general public accessing ESMA website, unless the respondent explicitly request otherwise. In case of a request from a data subject, ESMA will not publish the concerned response.</p>
8	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
9	General description of security measures, where possible.	<p>Responses to consultation papers containing personal data are submitted via ESMA website. Once received, the responses and the respondents' name or institution name are published on ESMA website (unless respondents don't wish their response to be published). The established list of respondents is saved on an internal server.</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: <a href="mailto:ini-assistants@esma.europa.eu">ini-assistants@esma.europa.eu</a></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.</p> <p>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.</p> <p>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.</p> <p>d) You may also object, on compelling legitimate grounds, to the processing of your personal data.</p> <p>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 further information, please see <a href="http://www.esma.europa.eu/data-protection">www.esma.europa.eu/data-protection</a></p> <p>If you have additional questions or concerns you can also contact: <a href="mailto:DPO@esma.europa.eu">DPO@esma.europa.eu</a></p> <p>You have the right to lodge a complaint with the European Data Protection Supervisor (<a href="mailto:edps@edps.europa.eu">edps@edps.europa.eu</a>) 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>