

I. RECORD OF PERSONAL DATA PROCESSING OPERATION (Article 31 of Regulation (EU) No. 2018/1725)

1.	Name of the processing operation	ICT Systems Backup
2.	Reference number/Issue	ETF-DPR-17/Issue 1
3.	Date	18/12/2018
4.	Business owner	Michael Reiner ICT Team Leader michael.reiner@etf.europa.eu
5.	Controller	Cesare Onestini Director of the ETF Cesare.Onestini@etf.europa.eu
6.	Joint controller(s)	Not applicable
7.	Processor(s)	ETF security company (storage only)
8.	Data protection officer	Tiziana Ciccarone / Laurens Rijken DataProtectionOfficer@etf.europa.eu

9.	Purpose of the processing	The ETF's data (including personal data in the various ICT systems in use at the ETF) has to be protected against loss of integrity or availability by doing a regular backup (copying) and storage in remote secure location, should it need to be restored due to loss or corruption.
10.	Legal basis for the processing	ETF Internal Control Principles, ref. GB/17/DEC/014, Internal Control Principles 10-11
11.	Categories of data subjects	Any person, whose personal data have been collected and are processed by information systems running on the ETF ICT infrastructure.
12.	Categories of personal data	All personal data in the information systems running on the ETF ICT infrastructure.
13.	Time limits for keeping of data	7 years

14.	Categories of ETF recipients of data	ICT Service Desk Requestor of recovery of data (individual staff member or business owner)
15.	Categories of external recipients of data	ETF security company (storage only)
16.	Transfers of data to third country or international organisation	Not applicable

17.	Technical and organisational security measures	Details not disclosed
18.	Information to the data subject	Provided in the privacy statement