

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

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| 1. | Name of the processing operation | <b>Insurance</b>   |
| 2. | Reference number/Issue           | ETF-DPR-27/Issue 1   |
| 3. | Date                             | 18/12/2018   |
| 4. | Business owner                   | Renata Vallome<br>ETF Security Officer and Facilities Coordinator<br>Renata.Vallome@etf.europa.eu                                  |
| 5. | Controller                       | Cesare Onestini<br>Director of the ETF<br><a href="mailto:Cesare.Onestini@etf.europa.eu">Cesare.Onestini@etf.europa.eu</a>         |
| 6. | Joint controller(s)              | Not applicable   |
| 7. | Processor(s)                     | Insurance companies/ Insurance broker  |
| 8. | Data protection officer          | Tiziana Ciccarone / Laurens Rijken<br><a href="mailto:DataProtectionOfficer@etf.europa.eu">DataProtectionOfficer@etf.europa.eu</a> |

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| 9.  | Purpose of the processing       | To allow insurance companies to process insurance claims<br>In particular cases further processing will occur by local authorities for public security, in accordance with the relevant legislation                   |
| 10. | Legal basis for the processing  | Building Security Policy (ETF/18/DEC/010)<br>ETF Health and Safety Policy (ETF/16/DEC/007)  |
| 11. | Categories of data subjects     | ETF staff, SNEs, temporary workers, trainees, visitors.   |
| 12. | Categories of personal data     | Name, contact details and any other data necessary for the processing of the insurance claim. While providing detailed information about the circumstances of the incident, further personal data might be disclosed. |
| 13. | Time limits for keeping of data | 3 years from the closure of the individual claim  |

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| 14. | Categories of ETF recipients of data                             | Security Officer, ETF facilities team staff members, and in particular cases Crisis Management Team members |
| 15. | Categories of external recipients of data                        | Insurance broker, insurance companies and in particular cases local authorities for public security         |
| 16. | Transfers of data to third country or international organisation | Not applicable  |

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| 17. | Technical and organisational security measures | Data are provided by the person involved to the ETF Security Officer. Data will be kept in an electronic filing system with limited access and password.<br>Data provided to the insurance company / insurance broker, and in particular cases to the local authorities for public security, will be processed in accordance with the relevant legislation. |
| 18. | Information to the data subject                | Privacy Statement   |