

Issued March 2023

ARES RECORDS MANAGEMENT SYSTEM

Key information

Controller

The Director of the ETF (director@etf.europa.eu)

Business owner

Thierry Foubert, Head of Strategic development unit, Thierry.Foubert@etf.europa.eu

Data protection officer

Tiziana Ciccarone / Laurens Rijken, DataProtectionOfficer@etf.europa.eu

Purpose of the processing

The purpose of processing is to allow the management of official records and documents created, received and sent by ETF staff, in order to preserve its corporate memory, to account for its activities, and to allow for transparency towards citizens..

Legal basis

The legal basis for the processing operations of personal data is Director's decision ETF/23/DEC/003 on ETF Records management policy.

Personal data

Personal data concerned are:

- *Staff member: name, respective department/unit in ETF*
- *Externals: name, country, email (optional physical address)*
- *Any personal data that may be in the content of registered records (documents)*

Recipients of the personal data

The personal data is accessible to all ETF staff using the ARES tool. Access to sensitive files and the records contained in these files are restricted to specific groups of persons. In addition, specific records when entered in the system can receive additional specific markings restricting access to those documents.

Further information

Data retention

All records in ARES are filed in files that are linked to a category of ETF's specific retention list, which is available on ETF intranet.

The retention period starts counting from the latest registered record once a file is closed.

Right of access, rectification or erasure, restriction, objection

Any request to access, rectify or erase personal data, or to restrict or object or withdraw consent to the processing of personal data shall be addressed in writing

DocumentManagementOfficer@etf.europa.eu giving details of the request.

Right to lodge complaint

Data subjects can at any time lodge a complaint on the processing of their personal data to the ETF Data Protection Officer (DataProtectionOfficer@etf.europa.eu) or to the European Data Protection Supervisor (<http://www.edps.europa.eu>).