

Issued Month YYYY

NAME OF THE PROCESSING OPERATION

Key information

Controller

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

Joint Controllers

In case of joint controllers, mention both and indicate who is responsible for what.

Business owner

Identity and contact details (preferably functional)

Data protection officer

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

Purpose of the processing

The purpose of processing is to *[write the purpose]*.

Legal basis *(if applicable)*

The legal basis for the processing operations of personal data is:

- *[List clearly and exhaustively, refer to specific provisions and/or documents]*

[Although not necessarily explicitly mandated by legislation, the necessity for processing also includes the processing of personal data necessary for the management and functioning of EU institutions and bodies]

Personal data

Personal data concerned are:

- *[List clearly and preferably exhaustively]*
- *[Indicate the origin of the data, i.e. data obtained from the data subjects, or elsewhere (unless the origin cannot be disclosed for reasons of secrecy)]*
- *[Indicate whether the provision of data is obligatory or voluntary, as well as the possible consequences of the failure to provide data]*

Recipients of the personal data

For the purpose detailed above, access to personal data is provided to the following processing entities:

- *[Provide a list of the unit-department-team-actor, and/or external processors processing the data]*

[It is not necessary to list the potential recipients such as bodies in charge of a monitoring or inspection task in accordance with European Union and national law, constitutional audit bodies, and so forth, such as European Court of Justice or National judicial authority,, OLAF, European Ombudsman, European Data Protection Supervisor, European Court of Auditors and the Internal Audit Service European]

Privacy and security safeguards *(if applicable)*

If applicable, describe how privacy is protected, what security measures are in place (e.g. IT system with limited access) etc.

Transfer to third countries/international organisations *(if applicable)*

For the purpose detailed above, personal data is (may be) transferred to Indicate the existence/absence of adequacy decision by the Commission. In the latter case, indicate the safeguards in place.

Further information

Data retention

Data collected will be retained for

[provide the relevant time limits, or the criteria that determine the period that the data is stored; explain what happens after this term; e.g. that after the end of the retention period data is destroyed, or that data is aggregated or pseudonymised in order to be maintained for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes]

Right of access, rectification or erasure, restriction, objection

Any request to access, rectify or erase personal data, or to restrict or object to the processing of personal data shall be addressed in writing to the *[entity responsible for the processing, provide full contact details]*, giving details of the request.

Right to withdraw consent *(if applicable)*

Any request to withdraw consent to the processing of personal data shall be addressed in writing to the *[entity responsible for the processing, provide full contact details]*.

[Applicable only where data subject has previously given (explicit) consent to the processing]

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>).

Necessity of provision of data *(if applicable)*

[Indicate whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether the data subject is obliged to provide the personal data and of the possible consequences of failure to provide such data]

Automated decision making *(if applicable)*

[Indicate the existence of automated decision-making, including profiling, referred to in Article 24(1) and (4) and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject]

Further processing *(if applicable)*

[Indicate any intentions to further process the personal data for a purpose other than that for which the personal data were collected, and provide (prior to that further processing) information on that other purpose and any relevant further information, if different from the information referred to in previous section “further information”]