

Information on the protection of personal data

in accordance with Articles 13 or 14 General Data Protection Regulation (GDPR)

1. General information on data processing operation

Name of data processing operation:	Record and document management system (EUREKA)
Controller:	Oesterreichische Nationalbank (OeNB) Otto-Wagner-Platz 3, 1090 Vienna, Austria (+43-1) 404 20 www.oenb.at/en/dataprotection.html
Contact details:	datenschutz@oenb.at
Purpose(s) of the processing operation:	Structured and category-based system for collecting, processing and storing documents and records; jointly drafting documents and records; electronically capturing and documenting records in circulation as well as approval processes; and for long-term archiving of documents and records.
Legal basis:	Processing is necessary for compliance with a legal obligation to which the OeNB is subject (Article 6 para 1 lit c GDPR): Articles 13 et seq. General Administrative Procedure Act (Allgemeines Verwaltungsverfahrensgesetz) (public sector). Processing is necessary for the purposes of the legitimate interests pursued by the OeNB or by a third party (Article 6 para 1 lit f GDPR).
Information on the OeNB's legitimate interests:	Automation of business processes, joint drafting of documents, long-time archiving of documents, transparency and traceability of approval processes

2. Content of the data processing operation

Here you will find information on the nature of the personal data the OeNB processes with regard to different groups of data subjects. For each data category, information is provided on the data source, on any other purposes for which the OeNB may process these data, on whether the data will be transferred to recipients outside the OeNB, and on how long the OeNB will, as a rule, store the data. The subsequent tables provide details on data sources, other purposes of processing, data recipients, etc.

Groups of data subjects	Data category	Data source(s)	Other purposes of processing	Data recipient(s)	Duration of data storage
(e.g. employees, suppliers, interested parties, contact persons)	(e.g. name, address, date of birth)	(e.g. H01)	(e.g. Z01, Z02)	(e.g. E01, E02, E03, P01, A01, A02)	(e.g. 7 years, unlimited)
Persons whose data are processed in correspondence and documents	Internal indexes	H01	---	---	Disposal after the defined retention period
	Name or other designation	H01	---	E01	
	Address	H01	---	E01	
	Authorized recipients, mailing address, proof of delivery (if any)	H01	---	E01	
	Telephone and fax numbers and other contact information required when using modern communication technologies	H01	---	E01	
	Type of delivery	H01	---	---	
	Date of receipt/electronic confirmation of receipt	H01	---	---	
	External file number and date indicated by sender	H01	---	---	
Subject matter/description of received item	H01	---	E01		

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(e.g. employees, suppliers, interested parties, contact persons)	(e.g. name, address, date of birth)	(e.g. H01)	(e.g. Z01, Z02)	(e.g. E01, E02, E03, P01, A01, A02)	(e.g. 7 years, unlimited)
Persons who work with EUREKA	Type and number of enclosures	H01	---	E01	
	File number and reference numbers	H01	---	E01	
	Documents including enclosures (e.g. scanned documents, certificates)	H01	---	E01	
	Employee personnel number and user ID	H02	---	---	
	Name	H02	---	---	
	Department/division/unit	H02	---	---	
	Process (circulation of files – all involved entities and persons)	---	---	---	
	Comments and notes (confidentiality restrictions, internal notes, priority)	---	---	---	
	Subject (subject line, key words)	---	---	---	
	Type of date or deadline (retention period, follow-up)	---	---	---	
	Statements following file access (comments by the entities and persons involved during file circulation)	---	---	---	
	Date and content of documents, correspondence or governmental decisions	---	---	E01	
	Name of person working on document or file	---	---	---	
	Name of person granting approval	---	---	---	
	Name of person finalizing and delivering document or record	---	---	---	
	Digital signature of involved persons	---	---	---	
	Dates indicating progress stages	---	---	---	
	Archiving note	---	---	---	
Erasure note	---	---	---		
Log data on access, edit or erasure of documents and records (audit log)	---	---	---	3 years from entry	

3. Data source(s)

H + serial no.	Data source(s)	Public source (yes/no)
H01	Persons and entities that trigger governmental procedures or business processes at the OeNB	No
H02	Access rights management – internal	No

4. Intended transfers to third parties of personal data processed in this processing operation

If personal data are transferred to third parties for processing, this does not necessarily mean that all datasets will be transferred in each individual case. Only those data will be transferred that are necessary to fulfill the purpose of the third-party processing at hand.

E + serial no.	Recipient(s) and groups of recipients	Adequacy decision by the European Commission (Article 45 GDPR)	Purpose and legal basis (and restrictions, if any)
E01	All persons and entities that need to be involved in the respective governmental procedures or business processes	Not required	Article 6 para 1 lit e and f GDPR, performance of a task carried out in the public interest or fulfillment of private-law requirements

5. Information on your rights as a data subject

You have the right to obtain confirmation as to whether or not your personal data, and which of your personal data, are being processed by the OeNB (Article 15 GDPR). You have the right to obtain the rectification of inaccurate personal data or to have incomplete personal data completed (Article 16 GDPR) as long as the rectification and/or completion of the data are necessary for the purpose of the processing operation. You have the right to obtain the erasure of your personal data if the OeNB has processed them unlawfully (Article 17 GDPR). Under certain conditions, you have the right to obtain restriction of the processing of your personal data (Article 18 GDPR). You have the right to object to the processing of your personal data on grounds relating to your particular situation or where personal data are processed for direct marketing purposes (Article 21 GDPR). Should you consider your right to data protection infringed by any processing of your personal data by the OeNB, you may lodge a complaint with the Austrian Data Protection Authority (DSB) or bring an action before the competent civil court.

6. Modalities for exercising your rights as a data subject

To assert your rights as a data subject, send a letter to “Oesterreichische Nationalbank, Abteilung ITS/Datenschutz, Otto-Wagner-Platz 3, 1090 Vienna, AUSTRIA” or an e-mail to datenschutz@oenb.at. In it, state in what way your personal data are subject to data processing by the OeNB, stating the name of the data processing operation as provided on top of this form and clearly specifying the details of your request. Moreover, please provide proof of your identity by enclosing a black-and-white copy of an official photo identification (e.g. your passport, driver’s license, identity card) or using a qualified electronic signature within the meaning of Article 3 (12) eIDAS Regulation to prevent improper requests by unauthorized third parties that might endanger the protection of your personal data. For the reasons outlined above, such requests must be made in writing.