

Data protection information

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

1. General information on data processing activity

Name:	Record and document management
Controller:	Oesterreichische Nationalbank (OeNB) Otto-Wagner-Platz 3, 1090 Vienna +43-(1) 40420 www.oenb.at/en/dataprotection
Data protection officer:	datenschutz@oenb.at
Purpose(s):	Structured and category-based system for collecting, processing and storing documents and records; collaborative drafting of 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:	<ul style="list-style-type: none"> • 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), Article 1a E-Government-Act and Service of Documents Act (public sector). • Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the OeNB (Article 6 para. 1 lit. e GDPR): Articles 13 et seq. General Administrative Procedure Act (Allgemeines Verwaltungsverfahrensgesetz), E-Government-Act and Service of Documents Act (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, collaborative drafting of documents, long-time archiving of documents, transparency and traceability of approval processes.
Information on automated decision-making, including profiling:	Does not take place.
Information on the transfer of personal data to third countries outside the EEA:	Does not take place.

2. Content of data processing activity

Here you will find information on the nature of the personal data the OeNB processes with regard to different categories of data subjects. For each data category, information is provided on the data source, on any further 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, further processing for other purposes and data recipients (third parties, data processors).

Categories of data subjects	Categories of personal data	Data source(s)	Further processing	Data recipient(s)	Retention period
Persons whose data are processed in records or documents	Internal indexes	H01	---	---	
	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	
	Type and number of enclosures	H01	---	E01	
	File number and reference numbers	H01	---	E01	
	Documents including enclosures (e.g. scanned documents, certificates)	H01	---	E01	
	Persons working on records or documents	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. 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	Internal access rights management	No

4. Transfers to third parties

If personal data are transferred to third parties to be processed for their own purposes, 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 third party's purpose(s).

E + serial no.	Recipient(s) and categories of recipients	Adequacy decision by the European Commission (Article 45 GDPR)	Purpose and legal basis (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 c, e and f GDPR, performance of a task carried out in the public interest or fulfillment of private-law requirements
E02	Electronic delivery service according to 3rd section of Service of Documents Act	Not required	Article 6 para 1 lit c, e and f GDPR: Article 1a E-Government-Act and Service of Documents Act

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). 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. Right to object

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).

7. Modalities for exercising your rights as a data subject

To exercise your rights as a data subject, please write to "Oesterreichische Nationalbank, Abteilung REFC/Datenschutz, Otto-Wagner-Platz 3, 1090 Vienna, AUSTRIA" or datenschutz@oenb.at. Please state in what way your personal data are subject to data processing by the OeNB, specifying the processing activity and outlining the details of your request. Moreover, please provide proof of your identity by enclosing a 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 item 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.