

## 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

<b>Name of data processing:</b>	Electronic communication systems and contact directories
<b>Controller:</b>	Oesterreichische Nationalbank (OeNB) Otto-Wagner-Platz 3, 1090 Vienna +43-(1) 40420 www.oenb.at/datenschutz.html
<b>Data protection officer:</b>	datenschutz@oenb.at
<b>Purpose(s) of the processing operation:</b>	Operation of electronic communication systems and contact directories for professional purposes
<b>Legal basis:</b>	<ol style="list-style-type: none"> <li>1. 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): Performance of legal duties pursuant to the Austrian National Bank Act (Nationalbankgesetz – NBG 1984).</li> <li>2. 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).</li> </ol>
<b>Information on the OeNB's legitimate interests:</b>	Beside the performance of legal duties, the facilitation of electronic communication and the maintenance of contact directories are indispensable prerequisites for business operation.

### 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
Contact persons	Identification number	---	---	---	<u>Internal contacts:</u> Employment termination
	Employee personnel number	H01	---	---	
	Name	H01, H02	---	A01	
	Academic degree, title, courtesy title, gender	H01, H02	---	---	<u>External contacts:</u> Manual deletion as soon as it becomes known that the contact details are no longer valid or needed.
	Business address	H01, H02	---	---	
	Office room number	H01, H02	---	---	
	Information about the organization the data subject is affiliated with	H01, H02	---	---	
	Department/division/unit, position, function	H01, H02	---	A01	
	E-mail address	H01, H02	----	A01	
Telephone and fax numbers and other information required when using modern communication technologies in organizations	H01, H02	---	A01		

	Private telephone number (only for sending one-time passwords and only at the explicit request of the data subjects)	H02	---	---	
	Group memberships in mailing lists	H01, H02	---	---	
	Photo (unless data subject objected)	H01, H02	---	---	
	Information about the data subject's presence (e.g. presence status like "available", "away", "away for ...", "busy")	H02	---	---	
	Information about message forwarding when out of office	H02	---	---	
	Language and contact preferences (e.g. e-mail)	H02	---	---	
	Further optional additions in the user profile by the data subject	H02	---	---	
	Data on the encryption and decryption of electronic messages (e.g. certificates)	H01, H02	---	---	
Communication participants	Data about participants (e.g. name, contact information)	H03	Z01	E01	Generally 10 years or manual deletion or automatic deletion at the latest one year after employment termination (deletion of mailbox and address book)
	E-mail signature	H03	Z01	E01	
	Date and time of sent/received messages (meta data, history)	---	Z01	E01	
	Subject and content of sent/received messages	H03	Z01	E01	
	Role in e-mail (sender/addressee/cc addressee/bcc addressee)	H03	Z01	E01	
	E-mail send options (high importance, request read receipts, etc.)	H03	Z01	E01	
	E-mail status (e.g. read, replied, forwarded, accepted, rejected, etc.)	---	---	E01	
Appointment participants	Data about participants (e.g. name, contact information)	H03	Z01	E01	
	Date and time of meetings	H03	Z01	E01	
	Subject and location of meetings	H03	Z01	E01	
	Role in meeting (sender/recipient of invite, for information only)	H03	Z01	E01	
	Status (accepted, rejected, forwarded, etc.)	H03	---	E01	

### 3. Date source(s)

H + serial no.	Data source(s)	Public source (yes/no)
H01	Personnel administration or organization the contact person is affiliated with	No
H02	Data subject	No
H03	Data subject or senders of messages or appointments	No

#### 4. Reuse of personal data for other OeNB processing operations (purposes)

If personal data are reused for other OeNB processing operations (purposes), this does not necessarily mean that all datasets will be reused in each individual case. Only those data will be reused that are necessary to fulfill the purpose of the other processing operation(s) at hand.

Z + serial no.	Name of data processing operation:	Compatibility (description of legitimate interests if applicable)
Z01	Filing of messages and appointment data for documentation purposes in various business processes at the OeNB	Article 6 para. 1 lit. f DSGVO: Documentation purposes Article 6 para. 1 lit. c or e DSGVO in conjunction with relevant laws e.g. Sec. 212 UGB, BWG, NBG, ECB-Guidelines)

#### 5. 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	Persons that correspond with the data subject or plan/undertake appointments together	Not required	Article 6 para. 1 lit. c, e and f GDPR: Transmission of messages or appointment data

#### 6. Transfer of personal data to processor(s)

A + seq. no.	Designation, address, country of processor's establishment and location(s) of processing	Adequacy decision by the European Commission (Article 45 GDPR)	Service description and legal basis
A01	<u>Only internal contact data:</u> safeREACH GmbH Getreidemarkt 11/10 1060 Wien, Österreich	Not required	<u>Only internal contact data:</u> IT-System for emergency alarming via business phone Service provision contract

#### 7. 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.

## **8. 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](mailto: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.