



**Security and Safety Division
Security Clearance**

PERSONAL & CONFIDENTIAL

Received: _____

Name: _____

Registration No.: _____

Privacy Statement and Self-Declaration for the Security Clearance

Please ensure that all fields are completed in legible and capital letters, otherwise we are not able to process your request.

Last name:

First name:

Date of birth:

e-mail and Phone:

Contractors company
name:

Contact details at ECB:

Introduction

Under the agreement entered into with the ECB in conjunction with Chapter 19.3 of the Business Practice Handbook, a security clearance is mandatory for non-staff members and unescorted visitors for access to the ECB's premises.

Privacy Statement

- (a) Personal data that is the subject of the security clearance file is protected by Regulation (EC) No45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, as well as by legal instruments adopted by the ECB in order to implement this Regulation.
 - (b) Personal data contained in the security clearance file will be used for the purpose of issuing a security clearance and in cases of suspected fraud for legal proceedings, including disciplinary and internal administrative inquiries procedures. The ECB may disclose personal data to its authorised staff, including all members of the panel which reviews the data subject's security clearance file and relevant staff conducting the disciplinary and internal administrative inquiries procedures. The personal data collected in the course of security clearance will not be transferred to any EU institution or body, Member State or third country. The Head of the ECB's Security and Safety Division, or the persons to whom authority to do so has been delegated, may contact the relevant authorities to verify the accuracy, authenticity, consistency or comprehensiveness of any document provided by you in order to obtain the security clearance.
 - (c) If you wish to access your security clearance file or request rectification of errors or omissions, please contact the Head of the ECB's Security and Safety Division (Sonnenmannstrasse 20, D-60314 Frankfurt/Main, Tel. +49 69 1344 4371 or by e-mail to securityclearance@ecb.europa.eu).
 - (d) You may provide the ECB with updated certificates of criminal record at any time throughout your employment relationship with the ECB. The ECB will include updated certificates in the security clearance file and will keep previous certificates of criminal record only until a decision related to the previous certificate has become final.
 - (e) The ECB will retain the security clearance file for the period of time that you have an employment, contractual or other engagements with the ECB until one year following expiry or termination of the employment or other engagements with the ECB. For unescorted visitors, the ECB will retain the security clearance file for one year following your last date of access to the ECB. After the retention period, the Head of the ECB's Security and Safety Division will arrange for the security clearance file to be destroyed.
 - (f) In the case of dispute, you have recourse to the European Data Protection Supervisor at any time.
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**Self-Declaration
for non-staff members and unescorted visitors**

Have you ever been convicted for infringing any law (excluding minor traffic offences) in any country?

If yes, please provide details regarding the nature of the conviction and the penalty (imprisonment, fine etc.). Limit your response to convictions whose record has not yet expired under national rehabilitation law.

Answer: YES NO

If YES, please provide details to: securityclearance@ecb.europa.eu

Are there any criminal cases pending against you and/or are you presently subject to an investigation for a criminal offence in any country?

Answer: YES NO

If YES, please provide details regarding the case or investigation (excluding minor traffic offences) to: securityclearance@ecb.europa.eu

I declare that all answers given concerning the security clearance, including this self-declaration, are true and complete to the best of my knowledge and belief. I understand that any false statement, misrepresentation or material omission made in my answers, or other information given to or requested by the ECB, may provide grounds for the withdrawal of the security clearance and/or withdrawal of any offer made, or render my contract liable for termination. I have taken note of the privacy statement.

Date:	Name:	Signature
_____	_____	_____

Please send to:

European Central Bank
Security and Safety Division
- Security Clearance -
Sonnemannstrasse 20
D-60314 Frankfurt am Main
Germany