



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 004 EASA Board of Appeal Registry
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Nr.	Item	Explanation
	<b>EASA Board of Appeal Registry</b>	
1.	Last update of this record	01.12.2018
2.	Reference number	004
	<b>Part 1 - Article 31 Record</b>	
3.	Name and contact details of controller	Controller: European Aviation Safety Agency, Konrad-Adenauer-Ufer 3, 50668 Cologne, Germany Contact: Head of Executive Director's Office
4.	Name and contact details of DPO	<a href="mailto:dpo@easa.europa.eu">dpo@easa.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	Not applicable
6.	Name and contact details of processor (where applicable)	Not applicable
7.	Purpose of the processing	Management of the EASA Board of Appeal Registry including the receipt and processing of appeals and for maintaining the files of pending cases and for keeping them fully up to date.  Also, the process involves the collection, assessment and publication of the Member of the Board of Appeals (BoA) Public Annual Declaration of Interest (PAD) and CV.
8.	Description of categories of persons whose data EASA processes and list of data categories	Appeals submitted to the EASA Board of Appeal and documents submitted during the appeal process may contain any kind of personal data.  Personal information contained in the CV and PAD submitted by each member of the Board of Appeal. Also contacts (name, address, phone, email, etc.) of all Board of Appeal members.
9.	Time limit for keeping the data	The data is kept in accordance with EASA Records policy.
10.	Recipients of the data	For appeal files: Registrar of the Board of Appeal and his / her assistant, Members of the Board of Appeal, EASA staff involved in the assessment et of the appeal.  For PAD and CV: Board of Appeal Registrar and public in general (partial publication on EASA website).



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11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12.	General description of security measures, where possible.	Documentation (in all forms) is either locked or only accessible by the Registrar of the Board of Appeal and his/her assistant. Access to electronic files related to the Board of Appeal is limited to EASA staff members directly involved in the activities and only with access code/password. All documents related to the appeal procedure are marked "confidential".
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	See Privacy statement.