



Privacy statement

Processing of personal data on the occasion of Mail Registration (Adonis)

Personal data will be processed in accordance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001.

Purpose:

Registration and handling of mail (incoming, outgoing and internal) through the EASA mail registration system “Adonis”. The system also contains mail attribution, archiving and search engine functions as well as control functions (reminders, circulation sheets).

Personal data collected and further processed:

All kind of personal data is registered and kept in the Adonis records, depending on the contents of the mail. The general basis is name and contact details, On occasion mail may also contain information to sensitive personal data coming from authorities or individuals and/or personal bank accounts data, etc.

Data controller:

Head of Executive Director’s Office

Recipients of personal data:

The data is available through Adonis for responsible EASA staff only. Some data is labelled “Confidential” and only accessible to a limited number of persons on a strict “need to know” basis. This is without prejudice to a possible transfer to bodies in charge of a monitoring, auditing or inspection function in accordance with European Union legislation.

Data retention:

Collected personal data are kept for as long as required for the purpose of the process.

Contact & exercise of rights:

Should you require further information concerning the processing of your personal data or exercise your rights (e.g. access or rectify any inaccurate or incomplete data), please contact the Data Controller.

Recourse:

Data subjects have at any time the right to make a complaint regarding the processing of their personal data to [the European Data Protection Supervisor](#).