



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 005 Mail Registration (ADONIS)
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Nr.	Item	Explanation
	Mail Registration (ADONIS)	
1.	Last update of this record	01.12.2018
2.	Reference number	005
	Part 1 - Article 31 Record	
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	dpo@easa.europa.eu
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	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).
8.	Description of categories of persons whose data EASA processes and list of data categories	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.
9.	Time limit for keeping the data	Collected personal data are kept for as long as required for the purpose of the process (see point 7).
10.	Recipients of the 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.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No



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12.	General description of security measures, where possible.	System accessible only internally (EASA staff, SNEs and Interims) via a separate password (company password and Adonis login credentials). EASA can restrict the audience by setting extra confidentiality and nominative barriers.
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.