



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 007 Stakeholder feedback
--	---------------------------------

Nr.	Item	Explanation
Stakeholder Feedback		
1.	Last update of this record	12.12.2018
2.	Reference number	007
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: Internal Audit and Assurance Section Manager feedback@easa.europa.eu
4.	Name and contact details of DPO	dpo@easa.europa.eu
5.	Name and contact details of joint controller (where applicable)	Head of Unit of DIGIT.D.1, Directorate-General for Informatics (DIGIT) of the European Commission. DIGIT-D1@ec.europa.eu
6.	Name and contact details of processor (where applicable)	Head of Unit of DIGIT.D.1, Directorate-General for Informatics (DIGIT) of the European Commission. DIGIT-D1@ec.europa.eu
7.	Purpose of the processing	The purpose of the personal data processing is to ensure compliance with the EASA Management Standards by identifying, implementing and continually improving a stakeholder-related process to determine and review the stakeholders' needs, to collect and analyse their feedback and to monitor their satisfaction. To that end, EASA conducts periodic reviews with stakeholders of core and where appropriate supporting processes, by initiating online questionnaires via the "EUSurvey" tool managed by Directorate-General for Informatics (DIGIT) of the European Commission. Stakeholder surveys are conducted on external and internal processes.
8.	Description of categories of persons whose data EASA processes and list of data categories	This statement only covers the surveys performed by the by the Internal Audit and Assurance Section. The stakeholder feedback survey will process the personal data (name, function, organisation, e-mail address) only for the purposes for which they were transmitted. In some cases the submission of personal data is optional. Data subjects: Members of staff, experts, members of National Aviation Authorities, members of the aviation industry and all citizens.
9.	Time limit for keeping the data	Contributors' personal data will remain in the "EUSurvey" database until the results of the questionnaire have been completely analysed or until the survey owners have requested their removal. The cookies disappear once the session has been terminated. Data resulting from the stakeholder survey is anonymized and handled in accordance with Community legislation.



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 007 Stakeholder feedback
--	---------------------------------

Nr.	Item	Explanation
10.	Recipients of the data	<p>Only the staff carrying out the processing of the information and dealing with EUSurvey tool have access to the data. This includes the “EUSurvey” team (i.e. Head of Unit of DIGIT.D.1, Directorate-General for Informatics (DIGIT) of the European Commission), the survey owners and anyone having been granted access to the questionnaires.</p> <p>Data resulting from analysis of the stakeholder survey is anonymized and is used by the Process Owners and procedure owners to improve the overall efficiency and effectiveness of their processes.</p> <p>Data might be published through the “EUSurvey” publication module or via another website (for further information, read the privacy statement specific to the questionnaire).</p>
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.	<p>Users of “EUSurvey” sign up to EU Login (the European Commission’s (EC’s) Authentication Service). Please, read the EU Login own privacy statement for further information.</p> <p>“EUSurvey” stores the EU Login login as well as e-mail addresses of the survey owners who are bound to comply with Regulation (EU) No 2018/1725.</p> <p>Data resulting from analysis of the stakeholder survey is stored and maintained electronically on a secure folder on the Agency’s shared drive. The folder has restricted access to those staff members in the Internal Audit and Assurance Section.</p>
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.