



Nr.	Item	Explanation
<b>EASA website</b>		
1.	Last update of this record	29.11.2024
2.	Reference number	009
<b>Part 1 – Article 31 Record</b>		
3.	Name and contact details of controller	Controller: European Union Aviation Safety Agency, Konrad-Adenauer-Ufer 3, 50668 Cologne, Germany Staff member responsible: Head of Communication Department <a href="mailto:website@easa.europa.eu">website@easa.europa.eu</a>
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)	n/a
6.	Name and contact details of processor (where applicable)	<b>Processor</b> Dropsolid NV <a href="mailto:info@dropsolid.com">info@dropsolid.com</a> <a href="https://dropsolid.com/en/privacy-policy">https://dropsolid.com/en/privacy-policy</a>  <b>Sub-Processor</b> <ul style="list-style-type: none"><li>• Twillio Sendgrid: <a href="https://www.twilio.com/en-us/legal/privacy">https://www.twilio.com/en-us/legal/privacy</a></li><li>• Google Cloud: <a href="https://cloud.google.com/privacy/gdpr/">https://cloud.google.com/privacy/gdpr/</a></li><li>• Cloudstar: <a href="https://www.cloudstar.be/">https://www.cloudstar.be/</a></li></ul>
7.	Purpose	<b>Website</b> The processing of personal data is triggered only upon users' initiative and is needed to enable access to the advanced features offered by our website such as personalised home page, email & push notifications. Data is



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 009 EASA Website and community
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		<p>also used to improve the user’s experience and to identify pages raise most interest and adjust the website structure accordingly. The use of the “contact us” forms further allows users to access our website through a guided approach as well as to contact EASA for clarification and further information.</p> <p><b>Community</b> Processing of personal data is needed so that users can benefit from advanced features offered on EASA’s community website. The processing of personal data is triggered only upon users’ initiative and is needed to enable access community network. The communities allow the members to publish and discuss various topics.</p>
8.	Description of categories of persons whose data EASA processes and list of data categories	<p>Categories of persons whose data are processed by EASA: Registered users of EASA website and community</p> <ul style="list-style-type: none"> <li>• Categories of personal data processed: E-mail address (required)</li> <li>• First Name (required)</li> <li>• Last Name (required)</li> <li>• Job title (required)</li> <li>• Organisation (required)</li> <li>• Type of organisation (required)</li> <li>• Expertise (required)</li> <li>• User account preferences (required)</li> <li>• User log-in preferences (required)</li> <li>• Browser session information</li> <li>• User permission information</li> <li>• Technical specifications of the users equipment (User agent and IP are visible in system logs)</li> </ul>
9.	Time limit for keeping the data	We do not keep your personal information for longer than necessary for the purposes for which we collected it. Website and community visitors’ data are anonymised therefore kept for as long as required for the purpose of improving the website and community structure.



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		<p>Personal data related to personalised homepage, email &amp; push notifications are also kept for as long as required for the purpose described under point 7.</p> <p>Each user can unsubscribe from the notifications at any time via their personalisation settings. The instructions are available via <a href="https://www.easa.europa.eu/faq/120757">https://www.easa.europa.eu/faq/120757</a> . However, the personal data of the user will remain and the user will still be able to login to view their personalised homepage.</p> <p>Each user is able request the deletion of their account by following the instructions on <a href="https://www.easa.europa.eu/en/faq/128382">https://www.easa.europa.eu/en/faq/128382</a>. All the personal data of the user will be deleted.</p>
10.	Recipients of the data	Personal data may be accessed by the EASA Staff directly involved in managing the website and community (designated administrators or agents) and EASA contractors under the direct supervision of EASA staff.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	<p>Following the creation of a user account, email address and email notification content will be shared with email dispatch providers for email notifications.</p> <p>The list of sub-processors used for email communications (together with the personal data collected and its purposes) is described in: <a href="#">Twilio Sub-Processors   Twilio</a></p>
12.	General description of security measures, where possible.	The security of our website, community and of the data collected is protected by adequate technical and organisational measures. The processor, Dropsolid has been certified again the ISO 27001 standards, this is a global standard for information security management that helps organizations protect their data from threats. The data in transit between your client and our website is encrypted using the TLS secure protocol ensuring their confidentiality and integrity.
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.



## PRIVACY STATEMENT

[EASA website and community] [Ref # 009 ]

### What personal data do we collect?

*EASA collects the following personal data from users of its website and community:*

- *E-mail address (required)*
- *First Name (required)*
- *Last Name (required)*
- *Job title (required)*
- *Organisation (required)*
- *Type of organisation (required)*
- *Expertise (required)*
- *User account preferences (required)*
- *User log-in preferences (required)*
- Browser session information
- User permission information
- Technical specifications of the users equipment (User agent and IP are visible in system logs)



We also use social media to communicate our work. For instance, you can watch videos on YouTube page and follow links from our website to X, LinkedIn and Facebook.

In order to protect your privacy, our social media buttons to connect to those services do not set cookies when our website pages are loaded on your device, however, each social media channel has their own policy on the way they process your personal data when you access their sites.

If you have any concerns or questions about their use of your personal data, please make sure you read their privacy policies carefully before using them.

#### **For what purpose do we collect personal data and on which legal basis?**

EASA website and community are the most important tools for communication with the public and stakeholders.

Processing of personal data is needed so that users can benefit from advanced features offered on our website such as personalised home page, email & push notifications. The use of the “contact us forms” further allows users to use EASA website following a guided approach as well as to contact EASA for clarification and further information.

The processing of personal data required to enable the website and community advanced features such as a personalised home page, email, push notifications and publication of topics, relies on the data subject’s consent (Article 5 (d) of Regulation (EU) 2018/1725) which is explicitly required at the time of subscription. You can withdraw your consent at any time.

#### **Who may receive your personal data?**

Personal data may be accessed by the EASA Staff directly involved in the activities (designated administrators or agents) and EASA contractors under the direct supervision of EASA staff.

#### **How long are your personal data kept?**

We do not keep your personal information for longer than necessary for the purposes for which we collected it, that is for as long the services are activated.

Website visitors data are anonymised therefore kept for as long as required for the purpose described above. If a registered user requests deletion of personal data listed above you can follow the instructions on <https://www.easa.europa.eu/en/faq/128382>



### What are your rights?

You have the right to request from EASA access to and rectification or erasure of your personal data or restriction of processing. Each user will be able to change the data of their profile, including the email address.

[You also have the right to withdraw at any time your consent for EASA to process your personal data.](#) As consequence access to the service features will be disabled. In case you are no longer interested in a personalized home page, email, push notifications and publishing of topics you can request the deletion of your account, by following the instructions on <https://www.easa.europa.eu/en/faq/128382>

[The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.](#)

EASA should provide information on action taken on a request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

A breach concerning your personal data should be communicated to you under certain circumstances. EASA should also ensure the confidentiality of electronic communications.

### Who is the data controller and how to exercise your rights?

EASA should exercise the tasks of the data controller for the purpose of these processing operations.

To exercise the mentioned rights, you can contact the controller by sending an email to: [website@easa.europa.eu](mailto:website@easa.europa.eu)

If you consider your data protection rights have been breached, you can always lodge a complaint with the EASA's Data Protection Officer ([dpo@easa.europa.eu](mailto:dpo@easa.europa.eu)) or with the European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu).