



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 009 EASA Website
--	-------------------------

Nr.	Item	Explanation
EASA website		
1.	Last update of this record	13.08.2020
2.	Reference number	009
Part 1 – Article 31 Record		
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 website@easa.europa.eu
4.	Name and contact details of DPO	dpo@easa.europa.eu
5.	Name and contact details of joint controller (where applicable)	n/a
6.	Name and contact details of processor (where applicable)	Contractor EWORX S.A. gdpr@eworx.gr Email dispatch provider Campaign Monitor Pty Ltd (ABN 42 094 533 445) privacy@campaignmonitor.com
7.	Purpose	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 allows users to our website to follow a guided approach to contact EASA for clarification and further information.
8.	Description of categories of persons whose data EASA processes and list of data categories	Categories of persons whose data are processed by EASA: Registered users of EASA website <ul style="list-style-type: none">• Categories of personal data processed: E-mail address (required)• First Name (required)• Last Name (required)



Nr.	Item	Explanation
		<ul style="list-style-type: none">• Job title (required)• Organisation (required)• Type of organisation (required)• Expertise (required)• IP Address• Technical specifications of the users equipment• Session information• User account preferences (required)• User log-in preferences (required)
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 visitors data are anonymised therefore kept for as long as required for the purpose described under point 7. Personal data related to personalised homepage, email & push notifications are also kept for as long as required for the purpose described under point 7. If a user request deletion of personal data listed on point 8, this will be done manually.
10.	Recipients of the 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.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	Following consent by the user, appropriate data will be shared with Google Analytics services. Following the creation of a user account, email address and email notification content will be shared with email dispatch providers for email notifications.
12.	General description of security measures, where possible.	The security of our website and of the data collected is protected by adequate technical and organisational measures. We protect data in transit between your client and our website by 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] [Ref # 009]

What personal data do we collect?

EASA collects the following personal data from users if its website:

- *E-mail address (required)*
- *First Name (required)*
- *Last Name (required)*
- *Job title (required)*
- *Organisation (required)*
- *Type of organisation (required)*
- *Expertise (required)*
- *IP Address*
- *Technical specifications of the users equipment*
- *Session information*
- *User account preferences (required)*
- *User log-in preferences (required)*

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 Twitter, 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.

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, you should read their privacy policies carefully before using them.



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

EASA website is the most important tool 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” allows users to EASA website to follow a guided approach to contact EASA for clarification and further information.

For those cases when you require a personalised home page, email & push notifications, the legal basis is consent.

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. However, we may keep your information for a longer period for historical, statistical or scientific purposes with the appropriate safeguards in place.

Personal data related to personalised home page, email & push notifications are also kept for as long as required for the purpose above described.

Website visitors data are anonymised therefore kept for as long as required for the purpose described above.

If a registered user request deletion of personal data listed above, this will be done manually.

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.

In case you are not interested anymore in a personalized home page, email or push notification you can request the deletion of your account.



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*.

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*) or with the European Data Protection Supervisor: *edps@edps.europa.eu*.