



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 010 EASA Community sites
--	---------------------------------

Nr.	Item	Explanation
<b>EASA Community sites</b>		
1.	Last update of this record	13.08.2020
2.	Reference number	010
<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>Contractor</b> EWORX S.A. <a href="mailto:gdpr@eworx.gr">gdpr@eworx.gr</a>  <b>Email dispatch provider</b> Campaign Monitor Pty Ltd (ABN 42 094 533 445) <a href="mailto:privacy@campaignmonitor.com">privacy@campaignmonitor.com</a>
7.	Purpose	Processing of personal data is needed so that users (EASA staff and external users) can benefit from advanced features offered on EASA's community website.
8.	Description of categories of persons whose data [EUI] processes and list of data categories	Categories of persons whose data are processed by EASA: Registered users of EASA community site  Categories of personal data processed: <ul style="list-style-type: none"><li>• E-mail address (required)</li><li>• First Name (required)</li></ul>



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 010 EASA Community sites
--	---------------------------------

Nr.	Item	Explanation
		<ul style="list-style-type: none"><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>• IP Address</li><li>• Session information</li><li>• User account preferences (required)</li><li>• User log-in preferences (required)</li></ul>
9.	Time limit for keeping the data	Personal data will be processed as long as the data subject requires to be informed on EASA community sites. If users request for the cancellation of their profile and personal data, their data will be manually erased.
10.	Recipients of the data	Personal data may be accessed by the EASA staff concerned on specific community sites subscribed and also by 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 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 Community sites

[Ref # 10 ]

#### What personal data do we collect?

*EASA collects the following data:*

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

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

The purpose of this processing operation is to allow website users (EASA staff and external users) to benefit from advanced features offered on EASA's community website.

The legal basis for this processing operation is consent.



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

*Personal data may be accessed by the EASA staff concerned on specific community sites subscribed and also by EASA contractors under the direct supervision of EASA staff.*

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

*Personal data will be processed as long as the data subject requires to be informed on EASA community sites.  
If registered users request for the cancellation of their profile and personal data, their data will be manually erased.*

### **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 in following new topics on EASA community sites, 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](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).