



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 012 Management Board Declarations of Interest
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Nr.	Item	Explanation
EASA Management Board Declarations of interest		
1.	Last update of this record	18.03.2019
2.	Reference number	012
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 Legal Department cla@easa.europa.eu
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	The purpose of the personal data processing is “to prevent, detect, monitor, mitigate and deal with situations of potential and actual Conflict of Interest” (see Management Board (MB) Code of Conduct, Appendix 1, point 4). According to Appendix 1 (point 4.2) of the MB’s Code of Conduct “All participants shall fill in the ‘Public Annual Declaration of Interests’ (PADoI) for members of EASA Management Board and Bodies (Appendix IV). In addition, participants are required to fill in a ‘Specific Declaration of Interests’ (SDoI) for EASA Management Board and Bodies” (Appendix III) at the beginning of a meeting of the Body they are attending. The responsibility for a complete and truthful declaration shall lie exclusively with the participant declaring his or her interest.” For general transparency purposes, MB Members are also asked to fill-in a short CV template regarding their professional profile (career to date and education).
8.	Description of categories of persons whose data EASA processes and list of data categories	EASA Management Board Members (Members, Alternates, Observers, Experts). Personal data collected involves in particular, name, function, organisation and professional activities of MB Members () over the last 5 years as well as a short professional profile (career to date and education).



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9.	Time limit for keeping the data	The conservation period of declaration of interests and the related Assessment Committee assessment shall be 7 years, in line with the MB Code of Conduct.
10.	Recipients of the data	MB Secretariat, Members of MB Assessment Committee and public in general (publication on EASA website).
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.	Data not published is kept in secured internal database. Access to electronic files is limited to EASA staff members directly involved in the activities and only with access code/password.
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.