



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 013 Handling Art. 90(2) SR Complaints
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Nr.	Item	Explanation
	Handling Article 90(2) SR complaints	
1.	Last update of this record	01.12.2018
2.	Reference number	013
	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	Handling of complaints under Article 90(2) of the EU Staff Regulations against final administrative decisions/acts taken by the appointing authority at EASA empowered to conclude contracts (AECC) which affect the staff member adversely.
8.	Description of categories of persons whose data EASA processes and list of data categories	Article 90(2) complaints can cover all aspects related to the EU Staff Regulations and therefore can cover any kind of personal data. Personal data collected involves in particular name, function, contacts, staff number/personal identification number, recruitment and contracts, staff performance and conduct, leave/absences, social/security and pension, etc.
9.	Time limit for keeping the data	Parts of the complaint, e.g. the reasoned decision, are part of the personnel file, other supporting documents are destroyed after the retention period of 5 years in accordance with EASA's retention period policy.
10.	Recipients of the data	Access to Article 90(2) SR complaints is limited to the Chief Legal Adviser, the Secretariat of the Legal Department and, the Case Handler of the Legal Department as well as the Members of the MB Sub-Group (limited to complaints against decisions taken by the Executive Director) or the Executive Director (limited to complaints against decisions taken. Access is also given to the Head of HR and the staff members directly involved in the Article 90(2) process.



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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.	Electronic information is marked as “confidential” when registered in the Mail Registration application or as “private” when exchanged as e-mails through Outlook application. If hard copy documents need to be exchanged, they must be transmitted in sealed envelopes bearing the case number, the name, the department/ section and office number of the addressee. Information related to the Article 90(2) complaint is stored under restricted network drive accessible only to persons of the EASA Legal Department dealing with Article 90(2) complaints or/and as paper file in the Legal Department in restricted storage. Staff members involved in the Article 90(2) SR complaints process must avoid storing this information on the local and/or shared network drives or intranet.
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.