



European Aviation Safety Agency

PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST

Ref 014

Functional mailboxes

Nr.	Item	Explanation
Processing of personal data on the occasion of Functional mailboxes		
1.	Last update of this record	1.12.2018
2.	Reference number	014
Part 1 - Article 31 Record		
3.	Name and contact details of controller	Controller: European Aviation Safety Agency, Konrad-Adenauer-Ufer 3, 50668 Cologne, Germany Flight Standards Director's Office Section Manager
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 collecting personal data through functional e-mailboxes is receiving relevant communications from external audience.
8.	Description of categories of persons whose data EASA processes and list of data categories	General audience and internal staff may send requests and communications through the internet site or directly to e-mailbox. Data processed through the functional mailboxes is the personal data of the sender as provided by them: <ol style="list-style-type: none">1. Full name2. Email address3. Phone number4. Country of origin Occasionally, the emails may also contain other personal details (e.g. licence number, employer or country of origin) of third parties which are processed and stored for the purpose of ensuring flight safety.



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9.	Time limit for keeping the data	Collected personal data are recorded and stored as long as the communications serve the purpose of flight safety or remain relevant for the applicable requirements laid down in Regulation (EU) 2018/1139.
10.	Recipients of the data	Designated EASA expert, without prejudice to a possible transfer to bodies in charge of a monitoring, auditing or inspection function in accordance with European Union legislation.
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 is electronically stored with restricted access. Security roles are linked with personnel profiles of the relevant EASA experts.
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.