



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 015 Standardisation qualified inspectors database
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Nr.	Item	Explanation
	Processing of personal data on the occasion of insertions in the Standardisation Qualified inspectors database	
1.	Last update of this record	1.12.2018
2.	Reference number	015
	Part 1 - Article 31 Record	
3.	Name and contact details of controller	Controller: European Aviation Safety Agency, Konrad-Adenauer-Ufer 3, 50668 Cologne, Germany Principal Coordinator for Standardisation
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 this process is to collect proof of inspector's qualifications and manage the data overview in order to be authorised by EASA as Inspection Team Leaders or Team members on standardisation inspections.
8.	Description of categories of persons whose data EASA processes and list of data categories	<p>Information is collected and processed regarding relevant EASA staff and NAA inspectors' qualifications and expertise in order for them to be authorised by EASA so as to take part in Standardisation Inspections and to fully exercise the investigation powers associated with the role of Inspection Team Member.</p> <p>Personal data collected includes:</p> <ul style="list-style-type: none"> • full name, • contact details (e.g. email, office phone number, mobile phone number) • details regarding their training (e.g. type of training, duration, organization providing the training) • qualifications



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		<ul style="list-style-type: none">work experience (organisation, duration of employment, position, tasks)
9.	Time limit for keeping the data	Collected personal data are recorded and stored in accordance with Art 20 of Regulation (EU) No 628/2013 for a duration of 15 years.
10.	Recipients of the data	The EASA staff members designated within each EASA Standardisation Section will collect the above mentioned data, 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. Access to the data is restricted to EASA standardisation personnel only.
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