



Nr.	Item	Explanation
Processing of personal data on the occasion of insertions in the standardization inspection database (IDB)		
1.	Last update of this record	1.12.2018
2.	Reference number	016
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 manage the data related to nonconformities identified in the NAAs and to finding closure performed by the competent authorities.
8.	Description of categories of persons whose data EASA processes and list of data categories	National standardization coordinators and Technical Focal Points of the competent authorities, and the standardization team composition. Exceptionally, the database may store evidence of nonconformities which may include personal data of certain applicants. This personal data may include one or more of the following items: <ul style="list-style-type: none">• full name,• contact details (email)• details regarding their training (e.g. type of training, duration, organization providing the training) & qualifications (type of licence, ratings or certificates)• details of the relevant medical certification (date of issue and validity date of the medical certificate)



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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 standardization team leader, as data collector, 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 base 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