



Nr.	Item	Explanation
Standardisation qualified inspectors database (IDB)		
1.	Last update of this record	20/06/2025
2.	Reference number	016 V.2
Part 1 – Article 31 of Regulation (EU) 2018/1725 - Record (recommendation: Publicly available)		
3.	Name and contact details of the controller and of the staff member responsible	Controller: European Union Aviation Safety Agency (EASA) Staff member responsible: Principal Coordinator for Standardisation contact: GDG-DL-FS-PRINCIPALS@easa.europa.eu
4.	Name and contact details of DPO	dpo@easa.europa.eu
5.	Name and contact details of joint controller (where applicable)	N/A
6.	Name and contact details of processor (where applicable)	N/A
7.	Purpose of the processing	The purpose of this processing results from the standardisation process performed by the competent authorities, in order to follow-up up and close the nonconformities identified during the review/audit visit to the audited/inspected NAAs/operators.
8.	Description of categories of persons whose data are processed by EASA and list of personal data categories	Categories of persons whose data are processed by EASA: National standardisation coordinators and Technical Focal Points of the competent authorities Standardisation Team responsible for the Audit Categories of personal data processed: ✓ Name



		✓ professional contact details (e.g. email, phone number, mobile phone number) ✓ Position in the organization and/or role in within the standardisation audit team ✓ Proof of identification – only applicable to EASA staff Exceptionally, the storage of evidence of nonconformities which may include personal data of certain data subjects shall be required. IDB does not enable to attach documents or evidence and personal data might only be kept temporary in dedicated and secured drives with restricted access.
9.	Time limit for keeping the data	Data and associated documents are retained in accordance with work instruction WI.IMS.00132-001 “Management of Standardisation Documents and Records”: Inspection related evidence and documents received from the NCA, as well as all working documents are deleted no later than 15 years after the inspection date, unless actions are still open. On an annual basis, the Flight Standards Director’s Office (FS.O.1), in coordination with the respective SCAs, performs a review of existing documents and folders to establish a list of documents that are exceeding/are about to exceed the retention period mentioned above. Data and documents tagged “to delete” are deleted permanently. Proof of identification is deleted after access to the inspection sites is granted.
10.	Recipients of the data	The standardisation 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. NCAs will receive inspector’s proof of identification.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A





12.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the below privacy statement.	See Privacy Notice
13.	General description of security measures, where possible.	Security, integrity and confidentiality related measures are implemented in accordance with the work instruction WI.IMS.00132-001 "Management of Standardisation Documents and Records and associated IT security processes as applicable. Data and evidence is electronically stored with restricted access, on the basis of security settings associated to roles and organisational profiles. Access to the files and documents is restricted to EASA standardisation personnel only.





PRIVACY STATEMENT

Standardisation inspections database (IDB)

016 V.2

1. What personal data do we collect?

Categories of persons whose data are processed by EASA:

National standardisation coordinators and Technical Focal Points of the competent authorities
Standardisation Team responsible for the Audit

Categories of personal data processed:

- ✓ Name
- ✓ professional contact details (e.g. email, phone number, mobile phone number)
- ✓ Position in the organization and/or role in within the standardisation audit team
- ✓ Proof of identification – only applicable to EASA staff

Exceptionally, the storage of evidence of nonconformities which may include personal data of certain data subjects shall be required. IDB does not enable to attach documents or evidence, and personal data might only be kept temporary in dedicated and secured drives with restricted access.

Once the standardisation audit is closed, evidence containing personal data which do not relate to findings is deleted.

2. For what purpose do we collect personal data and on which legal basis?





The purpose of this processing results from the standardisation process performed by the competent authorities, in order to follow-up up and close the nonconformities identified during the review/audit visit to the audited/inspected NAAs/operators.

Legal basis:

Regulation (EU) 2018/1139 of the EUROPEAN PARLIAMENT and of the COUNCIL of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency, and amending Regulations (EC) No 2111/2005, (EC) No 1008/2008, (EU) No 996/2010, (EU) No 376/2014 and Directives 2014/30/EU and 2014/53/EU of the European Parliament and of the Council, and repealing Regulations (EC) No 552/2004 and (EC) No 216/2008 of the European Parliament and of the Council and Council Regulation (EEC) No 3922/91

Commission Implementing Regulation (EU) No 628/2013 of 28 June 2013 on working methods of the European Aviation Safety Agency for conducting standardisation inspections and for monitoring the application of the rules of Regulation (EC) No 216/2008 of the European Parliament and of the Council and repealing Commission Regulation (EC) No 736/2006

3. Who may receive your personal data?

The standardisation 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.

NCAs will receive inspector's proof of identification.

4. How long are your personal data kept?

Data and associated documents are retained in accordance with work instruction WI.IMS.00132-001 "Management of Standardisation Documents and Records":

Inspection related evidence and documents received from the NCA, as well as all working documents are deleted no later than 15 years after the inspection date, unless actions are still open.

On an annual basis, the Flight Standards Director's Office (FS.O.1), in coordination with the respective SCAs, performs a review of existing documents and folders to establish a list of documents that are exceeding the retention period mentioned above. Data and documents tagged "to delete" are deleted permanently.

Proof of identification is deleted after access to the inspection sites is granted.





5. What are your rights?

You have the right to request from EASA access to and rectification of your personal data or restriction of processing.

EASA should provide information on action taken on a request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

A breach concerning your personal data should be communicated to you under certain circumstances. EASA should also ensure the confidentiality of electronic communications.

6. Who is the data controller and how to exercise your rights?

EASA should exercise the tasks of the data controller for the purpose of these processing operations: Principal Coordinator for Standardisation

To exercise the mentioned rights, you can contact the controller by sending an email to: GDG-DL-FS-PRINCIPALS@easa.europa.eu

If you consider your data protection rights have been breached, you can always lodge a complaint with the EASA's Data Protection Officer (dpo@easa.europa.eu) or with the European Data Protection Supervisor: edps@edps.europa.eu.

