| PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST | Ref 018<br>Standardisation Information System (SIS) |
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| Nr. | Item | Explanation |
|---|---|---|
| | **Processing of personal data on the occasion of Standardisation Information System (SIS)** | |
| 1. | Last update of this record | 1.12.2018 |
| 2. | Reference number | 018 |
| | **Part 1 - Article 31 Record** | |
| 3. | Name and contact details of controller | Controller: European Aviation Safety Agency, Konrad-Adenauer-Ufer 3, 50668 Cologne, Germany<br>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 the personal data processing is to allow Competent Authorities and their staff to submit country status information by means of a web-based interface.<br>The Standardisation Information System (SIS) comprises a website on the internet through which Competent Authorities will create and manage their staff such that they may complete, review and submit country status information. |
| 8. | Description of categories of persons whose data EASA processes and list of data categories | The data of the authorized competent authorities' staff is processed in order to allow them access to be able to upload and manage the country status information.<br><br>The type of personal data collected is:<br>- Full name<br>- Contact data (email, phone number, office address)<br>- Position held within the authorities |

| Nr. | Item | Explanation |
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| | | - Qualifications |
| 9. | Time limit for keeping the data | Collected personal data are recorded and stored as long as the data subjects keep their function and information are evaluated as useful to guarantee a lawful activity of the Agency. |
| 10. | Recipients of the data | EASA Staff involved in safety assessment or standardization activities<br>National Aviation Authority authorized staff<br>Staff from infrastructure support Organisations with approved authorisations. |
| 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.<br>Access to supporting infrastructure is restricted to staff members holding organisationally approved authorisations.<br>Only designated technical administrators can access staff members' SIS information using technical tools. |
| 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 |