



European Union Aviation Safety Agency

FO Personal data processing records and compliance checklist - Public	Ref 001 Design Organisation Approval Process (DOA)
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Nr.	Item	Explanation
Design Organisation Approval Process (DOA)		
1.	Last update of this record	22.11.2021
2.	Reference number	001
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, Konrad-Adenauer-Ufer 3, 50668 Cologne, Germany Contact: Section Manager – Design Organisations & Policy Issues E-mail address: doa@easa.europa.eu
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 processing personal data is to support EASA in complying with its mandate according to Part 21 Subpart J and Part 21.A.243 (d).
8.	Description of categories of persons whose data are processed by EASA and list of personal data categories	EASA Form 4 requests applicable Applicants to provide the names, positions and details of the qualifications and work experience of the Management Personnel required to be accepted as specified in Part 21.A.243 (d).



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9.	Time limit for keeping the data	Personal data on EASA Form 4 is recorded and stored as long as required for the purpose described under point 7 (safety reasons), i.e. in case of an aircraft accident/incident whereby the data may be needed at a future date to support an investigation, etc.
10.	Recipients of the data	EASA, National Aviation Authority or Qualified Entities staff, who are tasked as part of their responsibilities to work on DOA related activities, 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.	DOA data is stored electronically in systems with controlled access for authorised personnel only. Access basis is secured by standard EASA IT security practices.
13.	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 statement.





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PRIVACY STATEMENT

Design Organisation Approval Process (DOA) Ref 001

1. What personal data do we collect?

EASA Form 4 requests applicable Applicants to provide the names, positions and details of the qualifications and work experience of the Management Personnel required to be accepted as specified in Part 21.A.243(d).

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

The purpose of the personal data processing is to enable storing of personal data of EASA Form 4 holders for each Design Organisation as well as a contact list to exchange information.

Design Organisations whether Applicants or actual Approval Holders are required to have a person acting as single point of contact. Furthermore, Applicants seeking Part 21 Subpart J Approval should fill in an EASA Form 4 detailing the Qualifications and Experience of Management Personnel for which a statement must be furnished to EASA as specified in Part 21.A.243(d).

3. Who may receive your personal data?

EASA, National Aviation Authority and Qualified Entities (when used) staff, who are tasked as part of their responsibilities to work on DOA related activities without prejudice to a possible transfer to bodies in charge of a monitoring, auditing or inspection function in accordance with European Union legislation.





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4. How long are your personal data kept?

Personal data on EASA Form 4 is recorded and stored without deletion for safety reasons i.e. in case of an aircraft accident/incident whereby the data may be needed at a future date to support an investigation etc.

5. What are your rights?

You have the right to request from EASA access to and rectification or erasure of your personal data or to restrict its 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.

To exercise the mentioned rights, you can contact the controller by sending an email to: Section Manager – Design Organisations & Policy Issues
Email address: doa@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.

