



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 023 Third country operators (TCO)
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Nr.	Item	Explanation
Third country operators (TCO)		
1.	Last update of this record	1.12.2018
2.	Reference number	023
Part 1 - Article 31 Record		
3.	Name and contact details of controller	Controller: European Aviation Safety Agency, Konrad-Adenauer-Ufer 3, 50668 Cologne, Germany tco@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	For the purpose of authorising third country operators (TCO) operating into, within or out of the EU, EASA maintains a database (so-called 'TCO Web-Interface') containing data of several hundred non-EU air operators. Information is collected and processed in order to evaluate an applicant's or authorisation holder's compliance with applicable regulations set out in Commission Regulation (EU) No 452/2014.
8.	Description of categories of persons whose data EASA processes and list of data categories	Data collected: names and contact data of individuals appointed by the air operators, EASA staff members assigned, and the technical focal points of the competent authorities. Exceptionally, the database may store evidence of non-compliances which may include personal data such as one or more of the following items: <ul style="list-style-type: none">• full name,• job title• 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 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.115 of Annex 2 to Commission Regulation (EU) No 452/2014 for a duration of 5 years.
10.	Recipients of the data	<p>The assigned EASA TCO case handler and technical expert(s), 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.</p> <p>Access to the data base follows established user roles and is restricted to</p> <ul style="list-style-type: none">• Authorised EASA staff• Nominated focal points and authorized users of the Member States and the European Commission• Authorised Master Users and additional operator users of third country operators• Authorised third country civil aviation authority users• Authorised users of international organisations
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	Yes: Authorised Master Users and additional operator users of third country operators, authorised third country civil aviation authority users and authorised users of international organisations.
12.	General description of security measures, where possible.	The access to the database is granted only to authorized users: authorised EASA staff, nominated focal points and authorized users of the Member States and the European Commission, authorised Master Users and additional operator users of third country operators, authorised third country civil aviation authority users and authorised users of international organisations.
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.