

European Union Aviation Safety Agency



FO Personal data processing records and compliance checklist - Public	Ref 027
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Nr.	Item	Explanation
Processing of personal data in the scope of Production Organisations (POA) or Continuing Airworthiness Organisations (CAO) processes		
1.	Last update of this record	09/04/2021
2.	Reference number	027
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 – Organisation Approvals Contact: poa@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	In accordance with Commission Regulation (EU) No 748/2012 of 03/08/2012, EASA maintains a database of the Production Organisations (POA). Production Organisations — whether Applicants or actual Approval Holders — are required to have a person acting as single point of contact. The data processed is also based upon submission of the Registry Form contained in the EASA Organisation Approvals Tool.





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		<p>Furthermore, applicants seeking Part 21 Subpart G Approval should fill in EASA Form 4 - Details of Management Personnel to be accepted as specified in Part 21A.145(c)(2). The Form has the purpose of enabling the POA Team Leader to confirm to the applicant the identity of those managers nominated in accordance with Part 21 Sub-part G.</p> <p>In accordance with Commission Regulation (EU) No 1321/2014 of 26/11/2014, EASA maintains a database of Continuing Airworthiness Organisations (CAO). Continuing Airworthiness Organisations – whether Applicants or actual Approval Holders – are required to have a person acting as single point of contact. Furthermore, Applicants seeking approval under Regulation (EU) No 1321/2014 should fill in EASA Form 4 – Details of Management Personnel to be accepted. The Form has the purpose of enabling the CAO Team Leader to confirm to the applicant the identity of those managers nominated in accordance with Regulation (EU) No 1321/2014.</p>
8.	Description of categories of persons whose data are processed by EASA and list of personal data categories	<p>The type of data collected regarding the contact focal points and staff of Production Organisation or Continuing Airworthiness Organisation Approval holders/Applicants may include:</p> <ul style="list-style-type: none"> - Full name - Office contact details (telephone number, e-mail, fax, etc.) - Qualification and experience of the technical staff as required by Regulation (EU) No 748/2012 or Regulation (EU) No 1321/2014 as applicable.
9.	Time limit for keeping the data	All relevant personal data collected shall be stored and processed for a period of 6 years after the action and transferred to archive afterwards, in accordance with EASA Retention policy. Disposal of documents and records shall not occur without prior review.
10.	Recipients of the data	<p>EASA Data Collectors EASA staff and authorised certification services providers involved with the approval and/or oversight of POA/CAO EASA staff and EASA service providers in charge of the maintenance, assistance, support and development of the supporting tools.</p>





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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. Additionally, the EASA Organisation Approvals Tool and the associated web applications will Secure Sockets Layer (SSL), for securing confidential client/server communication as e.g. logins or submission of personal data and other security related events.
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.





PRIVACY STATEMENT

Record # 27

Processing of personal data on the occasion of inclusion in the list of Production Organisations Approval (POA) or Continuing Airworthiness Organisation (CAO)

1. What personal data do we collect?

The type of data collected regarding the contact focal points and staff of Production Organisation or Continuing Airworthiness Organisation Approval holders/applicants may include:

Full name

Office contact details (telephone number, e-mail, fax, etc.)

Qualification and experience of the technical staff as required by Regulation (EU) No 748/2012 or Regulation (EU) No 1321/2014 as applicable.

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

The legal basis of processing is defined in Article 5 (1) (a) of Regulation (EU) 2018/1725. Furthermore, in accordance with Commission Regulation (EU) No 748/2012, EASA maintains a database of the Production Organisations (POA). Production 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 G Approval should fill in EASA Form 4 - Details of Management Personnel to be accepted as specified in Part 21A.145(c)(2). The Form has the purpose of enabling the POA Team Leader to confirm to the applicant the identity of those managers nominated in accordance with Part 21 Sub-part G.

Also, in accordance with Commission Regulation (EU) No 1321/2014, EASA maintains a database of Continuing Airworthiness Organisations (CAO). Continuing Airworthiness Organisations – whether Applicants or actual Approval Holders – are required to have a person acting as single point of contact. Furthermore, Applicants seeking approval under Regulation (EU) No 1321/2014 should fill in EASA Form 4 – Details of Management





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Personnel to be accepted. The Form has the purpose of enabling the CAO Team Leader to confirm to the applicant the identity of those managers nominated in accordance with Regulation (EU) No 1321/2014.

3. Who may receive your personal data?

Without prejudice to a possible transfer to bodies in charge of a monitoring, auditing or inspection function in accordance with European Union legislation, the receivers of the data are:

- EASA Data Collectors
- EASA staff and authorised certification services providers involved with the approval and/or oversight of POA/CAO.

EASA staff and EASA service providers in charge of the maintenance, assistance, support and development of the supporting tools,

4. How long are your personal data kept?

All relevant personal data collected shall be stored and processed for a period of 6 years after the action and transferred to archive afterwards, in accordance with EASA Retention policy.

Disposal of documents and records shall not occur without prior review.

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. You also have the right to signal your objection to processing of your personal data.

Personal data will be processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

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.





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

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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: poa@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.

