



Nr.	Item	Explanation
Declarations of Interest of EASA staff		
1.	Last update of this record	01.12.2018
2.	Reference number	029
Part 1 - Article 31 Record		
3.	Name and contact details of controller	Controller: European Aviation Safety Agency, Konrad-Adenauer-Ufer 3, 50668 Cologne, Germany Contact: Head of Human Resources Department; hr.info@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 the personal data processing is the collection of Declarations of Interest in accordance with the Code of Conduct for EASA staff, in particular Annex 1 thereof, with the objective: <ul style="list-style-type: none">- to ensure the impartiality and independence of the staff of the Agency being one of the key principles of the governance of all EU Institutions and Agencies;- to ensure their integrity when performing their functions, in particular to avoid from dealing with any matter in which they have a direct or indirect personal interest that has the potential to compromise their independence and, by extension, the interests of the institution or body to which they belong;- to prevent, mitigate and avoid situation of potential Conflict of Interest or of alleged or actual Conflict of Interest.
8.	Description of categories of persons whose data EASA processes and list of data categories	EASA processes the data on the following data subjects working on a long or medium term basis at EASA: <ul style="list-style-type: none">- EASA staff members covered by the Staff Regulations and the Conditions of employment of other servants (temporary agents and contract agents);- Seconded National Experts;



Nr.	Item	Explanation
		<ul style="list-style-type: none">- Trainees, interims, consultants; Categories of personal data: <ul style="list-style-type: none">- First name, surname, job title- Concerning the data subject's private sphere- Concerning recruitment and contracts- Concerning the data subject's family- Concerning the data subject's career/employment history
9.	Time limit for keeping the data	The declarations of interests, their assessment and the related decision are stored for 7 years in accordance with Article 6.5 of the Annex I to the Code of Conduct for EASA staff.
10.	Recipients of the data	Line manager (i.e. Head of Departments), staff members who are involved in the assessment of the information provided as to the qualification or limitation of the participation of an individual in the activities of the Agency (i.e. Director, Executive Director), members of the Ethical Committee, staff members from the HR Department, if appropriate, staff member from the Legal Department, the Internal Audit Service.
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.	Files are stored in binders in a locked cupboard in the HR Department. Electronic files are stored on the HR Department drive with restricted access to the staff members of the HR Department section dealing with this topic.
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