

European Union Aviation Safety Agency



FO Personal data processing records and compliance checklist - Public	Ref 002 Safety publication tool subscriptions.
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Nr.	Item	Explanation
Safety publication tool subscriptions.		
1.	Last update of this record	22.11.2021
2.	Reference number	002
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) Contact: Safety Information Section Manager Email address: ADs@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 to maintain a list of subscribers to the Safety Publications tool who receive Airworthiness Directives & Safety information Publications from the Agency.
8.	Description of categories of persons whose data are processed by EASA and list of personal data categories	Names, Contact details (email & telephone) and Organisation name of identified subscribers.



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9.	Time limit for keeping the data	Collected personal data is recorded and stored in accordance with subscribers input. All personal data is deleted upon subscribers' withdrawal from the tool (unsubscribe).
10.	Recipients of the data	EASA staff who are tasked as part of their responsibilities to manage the subscription process of the Safety Publication tool, 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.	Safety Publication subscription data is stored electronically in systems with controlled access for authorised personnel only access basis and 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.





PRIVACY STATEMENT

Safety publication tool subscriptions. Ref 002

1. What personal data do we collect?

Names, Contact details (email & telephone) and Organisation name of identified subscribers.

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

The purpose of the personal data processing is to maintain a list of subscribers to the Safety Publications tool who receive Airworthiness Directives & Safety information Publications from the Agency.

Article 5(1)(a) of Regulation (EU) 2018/1725: “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body”.

Article 77 of Regulation (EU) 2018/1139 (Articles relating to continuing airworthiness of products, parts and appliances) and, specifically Regulation (EU) 748/2012, Part 21.A.3B “Airworthiness Directives, [...]When an airworthiness directive has to be issued by the agency [...]shall [...]make available to all known operators or owners of the product, part or appliance and, on request, to any person required to comply with the airworthiness directive, appropriate descriptive data and accomplishment instructions.”

Subscribers personal data is processed on the basis of consent.

3. Who may receive your personal data?

EASA staff who are tasked as part of their responsibilities to manage the subscription process of the Safety Publication tool, 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?

Collected personal data is recorded and stored in accordance with subscribers input. All personal data is deleted upon subscribers' withdrawal from the tool (unsubscribe).

5. What are your rights?

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

You also have the right to withdraw at any time your consent for EASA to process your personal data. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

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: Safety Information Section Manager
Email address: ADs@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.

