



Privacy statement

Processing of personal data on various authorisations regarding staff members' rights and obligations under Title II of the Staff Regulations

(outside activities, professional activities during unpaid leave, activities after leaving the service, permission to receive a decoration, permission to keep a gift, spouse employment, publishing articles and speeches, participation in election campaigns, holding an elected public office)

Personal data will be processed in accordance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council 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.

Purpose:

The purpose of the personal data processing is the collection of requests/declaration from staff members in accordance with staff members' rights and obligations under Title II of the Staff Regulations with the objective:

- to examine the requests/declarations submitted by staff members in active employment, on unpaid leave and former staff members with regard to their rights and obligations concerning the topic mentioned above
- to assess whether or not the requests/declarations are incompatible with the staff members' obligations under the Staff Regulations and CEOS or constitute a risk for the Agency/EU
- to authorise requests, possibly with certain restrictions or mitigating measures, or refuse requests (particularly where there is a real or potential conflict of interests, risk of breach of confidentiality, etc.) from staff members wishing to engage in outside activities and assignments and on occupation after leaving the service

The process concerns the following requests in particular:

- outside activities/assignments for staff in active employment
- professional activity during unpaid leave
- activities of staff who have left the Agency (retirement, resignation or end of contract)
- permission to receive a decoration
- permission to keep a gift
- publishing articles and speeches
- participation in election campaigns
- holding an elected public office

Personal data collected and further processed:

Data subjects:

- Temporary agents
- Contract agents
- Seconded National Experts (SNEs)

Categories of personal data:

- First name, surname; personnel number; job title; administrative status, grade, function and duties; telephone number, address; assignment
- Concerning the data subject's private sphere
- Concerning recruitment and contracts
- Concerning the data subject's career/employment history
- Concerning pay, allowances and bank accounts
- Concerning leave and absences



Data controller:

Head of Human Resources Department; hr.info@easa.europa.eu

Recipients of personal data:

On need to know basis, Section Manager, Head of Department, Director, Head of Technical Training Department, Head of Human Resources Department, Authority authorised to conclude contracts of employment, staff members in the operational section within the HR department, if necessary the legal department. This is without prejudice to a possible transfer to bodies in charge of a monitoring, auditing or inspection function in accordance with European Union legislation.

Data retention:

Collected personal data are recorded and stored in the staff member's personnel file. It will be kept for the same length of time as other documents contained in the staff members' personnel files. Documents are stored in the staff member's personnel file for 10 years as of the termination of employment or as of the last pension payment.

Contact & exercise of rights:

Should you require further information concerning the processing of your personal data or exercise your rights (e.g. access or rectify any inaccurate or incomplete data), please contact the Data Controller.

Recourse:

Data subjects have at any time the right to make a complaint regarding the processing of their personal data to [the European Data Protection Supervisor](#).