



Nr.	Item	Explanation
	<b>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)</b>	
1.	Last update of this record	1.12.2018
2.	Reference number	030
	<b>Part 1 - Article 31 Record</b>	
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; <a href="mailto:hr.info@easa.europa.eu">hr.info@easa.europa.eu</a>
4.	Name and contact details of DPO	<a href="mailto:dpo@easa.europa.eu">dpo@easa.europa.eu</a>
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 requests/declaration from staff members in accordance with staff members' rights and obligations under Title II of the Staff Regulations with the objective: <ul style="list-style-type: none"><li>- 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</li><li>- 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</li><li>- 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</li></ul>



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		<p>The process concerns the following requests in particular:</p> <ul style="list-style-type: none"><li>- outside activities/assignments for staff in active employment</li><li>- professional activity during unpaid leave</li><li>- activities of staff who have left the Agency (retirement, resignation or end of contract)</li><li>- permission to receive a decoration</li><li>- permission to keep a gift</li><li>- publishing articles and speeches</li><li>- participation in election campaigns</li><li>- holding an elected public office</li></ul>
8.	Description of categories of persons whose data EASA processes and list of data categories	<p>EASA processes the data of the following data subjects:</p> <ul style="list-style-type: none"><li>- Temporary agents</li><li>- Contract agents</li><li>- Seconded National Experts (SNEs).</li></ul> <p>Categories of personal data:</p> <ul style="list-style-type: none"><li>- First name, surname; personnel number; job title; administrative status, grade, function and duties; telephone number, address; assignment</li><li>- Concerning the data subject's private sphere</li><li>- Concerning recruitment and contracts</li><li>- Concerning the data subject's career/employment history</li><li>- Concerning pay, allowances and bank accounts</li><li>- Concerning leave and absences</li></ul>
9.	Time limit for keeping the data	<p>The requests together with the AACC decision are kept 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.</p>
10.	Recipients of the data	<p>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</p>



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		within the HR department, if necessary the legal department, 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.	Non-anonymous storage of the personal data under the staff members' personnel file. Access to data stored in the personnel files is restricted to staff members of the HR Department. The personnel files are archived in secured locked cupboards only accessible by the HR staff members above-mentioned.
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