



## Privacy statement

### Processing of personal data on the occasion of Clock-in/clock-out system "CICO"

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 electronic time management system enabling the recording of working time online using a clock-in/clock-out system ("CICO"). The purpose of this system is:

- to facilitate the registration and increase the accuracy of time registration;
- to ensure the accuracy of time registration. It is necessary to know the actual working time spend on the different activities/projects, in particular when it comes to the invoicing of the services provided by the agency to various applicants (aircraft manufacturers, aircraft maintenance companies, etc);
- to provide an accurate calculation of flexitime hours.

The registration of working time for an EASA staff member is done when the staff member clocks-in to enter the building and clocks-out when leaving the building (staff member's badge is swiped at turnstiles to enter/leave the building or at all entries in the parking area). At EASA premises, the installed card readers are used to register the start time and end time of working hours. In cases where the use of the installed card readers is not possible, the staff member shall use the manual process to record clock-ins/clock-outs via the IT CATS portal.

#### Personal data collected and further processed:

EASA processes the data of the following data subjects:

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

#### Categories of personal data:

- First name, surname; personnel number
- Concerning leave and absences
- Concerning missions and journeys
- Other:

Personal information retained for the purposes of Flexitime include: the daily work patterns (time spent in the interests of the service) of the data subject.

#### Data controller:

Head of Human Resources Department; [hr.info@easa.europa.eu](mailto:hr.info@easa.europa.eu)

#### Recipients of personal data:

The data subject (i.e. the owner of the CICO data), direct line managers (section manager/Head of Department/Director), time administrator in the HR Department with administrator access rights in SAP, IT staff members with administrator rights in SAP, secretaries/assistants to whom decision has been taken to grant a specific access right to act on behalf on their manager. 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.



PRIVACY STATEMENT

Ref 030  
CICO Clock-in  
Clock Out

**Data retention:**

Collected personal data are recorded and stored in the Relational Database Management System (RDBMS) as long as 2 years.

**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](#).