



Privacy statement

Processing of personal data on the occasion of Administrative inquiries and disciplinary procedures

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 data to produce a file that enables the Authority authorised to conclude contracts of employment (AACC) to determine whether a staff member or a former staff member has failed to fulfil his/her obligations under the Staff Regulations and, where appropriate, to issue a warning or impose a penalty on them in accordance with the relevant provisions of the Staff Regulations. In cases where the Executive Director of EASA might be subject to an administrative inquiry or disciplinary proceeding the role and tasks of the AACC are performed mutatis mutandis by the Chair of the Management Board.

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; job title; administrative status, grade, function and duties; telephone number, address; assignment
- data relating to suspected offences, offences, criminal convictions or security measures (e. g. police certificates)
- data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)

Other categories of personal data:

Other personal data that may also be collected and subsequently processed includes:

- contact details (e-mail address, landline and mobile number, address at work and at home, place of residence, IP address)
- bank details
- identity documents (passport, identity card).

In some exceptional circumstances categories of personal data revealing:

- racial or ethnic origin (e. g. photos)
- political opinions (e. g. external activities)
- religious or philosophical beliefs (e. g. switch of holiday)
- trade-union membership
- health (including disabilities)
- marital status (e. g. name of partner)

Data controller:

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

Recipients of personal data:



The Authority authorised to conclude contracts of employment (AACC), the Head of Human Resources Department and authorised staff members with the HR Department, the Legal Department, staff members responsible for the investigation (“investigators”) in case of an administrative inquiry, the Disciplinary Board members nominated if disciplinary proceedings before the Disciplinary Board are initiated. The managers (Director, Head of Department, Section Manager) of the organisational structure to which you are assigned will be informed of the outcome of the disciplinary procedure. The departments responsible for ensure the implementation and follow-up of the disciplinary decision (EASA Personnel Administration Section, PMO) will be informed of the penalty imposed. OLAF will be informed if the disciplinary procedure was preceded by an OLAF investigation.

The data may also be disclosed to a judicial authority that requests it for the purpose of national procedure.

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 data are kept for as long as it is needed for the purpose for which it was gathered and subsequently processed.

Files that resulted in:

- an administrative inquiry and were closed without further action are kept for 5 years
- a pre-disciplinary procedure and that were closed without further action or files that resulted in a warning are kept for 5 years
- a disciplinary procedure are kept for 20 years

Cases that did not lead to an inquiry or disciplinary sanction are kept for 2 years.

Collected data are kept beyond the above-referred time limits if they need to be consulted for the purposes of legal or administrative proceedings (e. g. claims for damages, requests by the Ombudsman, appeals to the Court of Justice) which are still pending when the time-limit expires.

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](#).