



Nr.	Item	Explanation
Administrative inquiries and disciplinary procedures		
1.	Last update of this record	1.12.2018
2.	Reference number	032
Part 1 - Article 31 Record		
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; hr.info@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 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.
8.	Description of categories of persons whose data EASA processes and list of data categories	EASA processes the data of the following data subjects: <ul style="list-style-type: none">- Temporary agents- Contract Agents- Seconded National Experts (SNEs). Categories of personal data:



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		<ul style="list-style-type: none">- 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) <p>Other categories of personal data: Other personal data that may also be collected and subsequently processed includes:</p> <ul style="list-style-type: none">- 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). <p>In some exceptional circumstances categories of personal data revealing:</p> <ul style="list-style-type: none">- 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)-
9.	Time limit for keeping the data	<p>Collected data are kept for as long as it is needed for the purpose for which it was gathered and subsequently processed.</p> <p>Files that resulted in:</p> <ul style="list-style-type: none">- 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. <p>Cases that did not lead to an inquiry or disciplinary sanction are kept for 2 years.</p>



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		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.
10.	Recipients of the 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, the 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.
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.	Data are stored in the personal file of the staff member concerned (the final decision) and in the inquiry file. Access to these files and documents is restricted to the persons or functions indicated as recipients. Personnel files are stored in locked cupboards, where only authorised staff from the HR Department have access. Administrative inquiry files are stored in a dedicated safe in the HR Department where only limited and predefined HR staff have access. All data in electronic format (e-mails, documents, downloaded data, etc.) is stored on the HR Department drive with a restricted access to these files (only dedicated staff from the HR Department will have access).
13.	For more information, including how to exercise your rights to access, rectification, object and	See privacy statement



European Aviation Safety Agency

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	data portability (where applicable), see the privacy statement:	