



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 034 Exchange programme
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Nr.	Item	Explanation
EASA Exchange Programme (staff exchange)		
1.	Last update of this record	1.12.2018
2.	Reference number	034
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 to allow the participation of EASA staff members to exchange programme in other organisations and host experts at EASA from other organisations within the framework of the exchange programme to facilitate the cooperation and the knowledge sharing between EASA and its stakeholders.
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">- EASA staff members (temporary agents, contract agents)- staff of EASA stakeholders, mainly from the aviation industry, civil aviation authorities, EU institutions or international organisations Categories of personal data: <ul style="list-style-type: none">- First name, surname; personnel number; job title; administrative status, grade, function and duties; telephone number, address; assignment



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		<ul style="list-style-type: none"> - data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct) <p>Other categories of personal data:</p> <ul style="list-style-type: none"> - Concerning the data subject's career - Concerning missions and journeys - Concerning telephone numbers and communications <p>The EASA staff member and the visiting expert provide a filled-in request for an exchange programme (in addition, visiting expert provides CV). Aside from their current scope, level of responsibility and attended trainings relevant to the request, staff members are free to provide information and data of their choice (i.e. on memberships, education, experience). For this reason EASA might process different categories of data.</p>
9.	Time limit for keeping the data	<p>Retention period applied to requests from EASA staff members</p> <ul style="list-style-type: none"> - Collected data for requests to an exchange programme: data are kept for 10 years. - Memorandum of understanding in relation to an exchange programme is 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, i.e. for 10 years as of the termination of employment or as of the last pension payment. <p>Retention period applied to requests from visiting experts:</p> <ul style="list-style-type: none"> - Collected data of visiting experts applying for an exchange programme: data are kept for 10 years. - Memorandum of understanding in relation to an exchange programme will be kept for 10 years after the end of the exchange period.
10.	Recipients of the data	Members of selection panels (i.e. EASA staff members), exceptionally external persons as members of selection panels, or when conducting assessment centres in the context of a selection procedures, software developers consultants.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	<p>Transfers of personal data to third countries or international organisation might be required. Transfers of personal data are done with prior consent of the data subject concerned.</p> <p>In addition, if the hosting organisation participating in the staff exchange programme is established outside the EU/EEA, the controller will assess on the case-by-case basis the legitimacy of any transfer of personal data of the data subject. Where</p>



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		necessary the Agency may request adequate safeguards from the recipient such as the binding corporate rules or appropriate contractual clauses.
12.	General description of security measures, where possible.	<p>Non-anonymous storage of the personal data under the staff members' personnel file:</p> <ul style="list-style-type: none">- Electronic documents are stored in electronic folders under the staff member's / visiting expert's name (restricted access to designated staff within the HR Department)- Signed originals of EASA staff members are kept in the personnel file of the staff member (restricted access to designated staff within the HR Department)- Signed originals of Visiting Experts will be kept in a binder in a lockable cupboard (restricted access to designated staff within HR Department) <p>The electronic documents: access to the folder restricted to the HR Department, access to computers protected by password.</p>
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