



Privacy statement

Processing of personal data on the occasion of EASA Exchange Programme (staff exchange)

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 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.

Personal data collected and further processed:

EASA processes the data of the following data subjects:

- 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:

- First name, surname; personnel number; job title; administrative status, grade, function and duties; telephone number, address; assignment
- data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)

Other categories of personal data:

- Concerning the data subject's career
- Concerning missions and journeys
- Concerning telephone numbers and communications

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.

Data controller:

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

Recipients of personal data:

EASA:
HR Department, managers of staff members participating in an exchange programme, managers potentially hosting a visiting expert, HR focal points, mentors, and any other organisational functions, as appropriate, Authority authorised to conclude contracts of employment, Internal Audit Service, Legal Department, Staff Committee. 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.

Hosting/sending organisation:

HR Department, representatives at management level, any other recipients indicated by the organisation.



Data retention:

Collected personal data are recorded and stored as mentioned below:

Retention period applied to requests from EASA staff members

- 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.

Retention period applied to requests from visiting experts:

- 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.

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](#).