



Privacy statement

Processing of personal data on the occasion of Flexible working arrangements “Flexitime”

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 staff members:

- to adjust their working hours while taking into consideration the needs of the service
- to balance more easily their work-life needs

in the general context of a 40-hour week.

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:

- In the form of personal identification numbers
- Concerning leave and absences
- Concerning missions and journeys
- Concerning health
- Other:

Personal information which may also be collected:

- Non-applicability of flexitime during a period of time;
- Derogation to normal core-hours;
- The daily work patterns (part-time) of the data subject;
- Flexitime debits and credits calculated per day;
- Current flexitime balance (accumulated debits and credits);
- Flexitime balance recuperated as flexitime leave.

Data controller:

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

Recipients of personal data:

Line managers (Directors, Heads of departments, Section managers); the HR Department and the leave administrator; IT staff members with administrator rights. 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 personal data are recorded and stored as follows:



PRIVACY STATEMENT

Ref 035
Flexitime

Flexitime credit and debit transactions will be retained for no less than 2 years from their date of creation. DAn upper limit has currently not been determined.

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](#).