



Nr.	Item	Explanation
Flexible working arrangements "Flexitime"		
1.	Last update of this record	1.12.2018
2.	Reference number	035
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 staff members: <ul style="list-style-type: none">- 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.
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: <ul style="list-style-type: none">- In the form of personal identification numbers



Nr.	Item	Explanation
		<ul style="list-style-type: none">- Concerning leave and absences- Concerning missions and journeys- Concerning health- Other: <p>Personal information which may also be collected:</p> <ul style="list-style-type: none">- 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.
9.	Time limit for keeping the data	Flexitime credit and debit transactions will be retained for no less than 2 years from their date of creation. An upper limit has currently not been determined.
10.	Recipients of the data	Line managers (Directors, Heads of departments, Section managers); the HR Department and the leave administrator; IT staff members with administrator rights.
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.	Access to Flexitime and CATS/SAP data is restricted to staff members holding EASA network credentials. Access to supporting infrastructure is restricted to staff members holding the appropriate authorisations Data subject can access only their own flexitime balance and credit/debit transactions through EASA's web interfaces, for which a sign-on is required. Only designated staff members in the HR Department can access and change staff members' flexitime applicability (subsequent to requests via procedural means).



Nr.	Item	Explanation
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