



## Privacy statement

### Processing of personal data on the occasion of Establishment of individual entitlements

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 establish the contract of employment and amending clauses when necessary and manage the administrative status of staff members during their career;
- to establish the financial rights and benefits of EASA staff members (from entry into service to termination of service) in accordance with the provisions of the Staff Regulations & CEOS;
- to monitor and follow-up any changes in the staff members administrative situation during the career (for ex. part-time work, new child etc.) which would have a financial impact on their salaries;
- to support staff members with their registration to the Protocol Office and to register their car via the Protocol Office in Bonn.

#### **Personal data collected and further processed:**

EASA processes the data of the following data subjects:

- Temporary agents
- Contract Agents
- Seconded National Experts (SNEs).

Data related to family members of temporary and contract agents are processed:

- for the application of the special ID card issued by the German Foreign Office
- when a staff member requests to be granted the double dependent child allowance, the dependent child allowance for the children of his spouse or having a direct family member in ascending/descending line recognised as dependent in accordance with the relevant provisions of the Staff Regulations

Categories of personal:

- First name, surname; personnel number; administrative status, grade, function and duties; private telephone numbers, private address; assignment
- Revealing racial or ethnic origin (e. g. photos)
- Concerning health (including disabilities)
- Concerning marital status (e. g. name of partner)

Categories of data processing likely to present specific risks:

- Data relating to suspected offences, offences, criminal convictions or security measures (e. g. police certificates)

Other categories of personal data:

- In the form of personal identification numbers
- Concerning the data subject's private sphere
- Concerning pay, allowances and bank accounts
- Concerning recruitment and contracts
- Concerning the data subject's family
- Concerning the data subject's career



- Concerning leave and absences
- Concerning Social Security and pensions
- Concerning expenses and medical benefits

If necessary, supply additional information:

Biometric photos are collected for the personnel file and in the process of the application of the special ID card. They are part of the application to request a special ID which is submitted to the German Ministry of Foreign Affairs - Protocol Office in Bonn

**Data controller:**

Head of Human Resources Department; [hr.info@easa.europa.eu](mailto:hr.info@easa.europa.eu)

**Recipients of personal data:**

Staff members working in the HR Department, the Authority Authorised to conclude contracts of employment, PMO (salaries/pension units), JSIS, Medical Service of the Commission and/or the medical advisor contracted by the Agency, Protocol Office in Bonn. If necessary, access will be given to the Legal Department.

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 data are recorded and stored in the data subject personnel file under the name of the staff member and personnel number. The length of time documents contained in the staff members' personnel file is for 10 years as of the termination of employment or as of the last pension payment.

Copy of the application of the ID card is kept for a period corresponding to the validity of the ID card (max. 4 years).

**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](#).