



Nr.	Item	Explanation
Establishment of individual entitlements		
1.	Last update of this record	1.12.2018
2.	Reference number	037
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: <ul style="list-style-type: none">- 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.
8.	Description of categories of persons whose data EASA	EASA processes the data of the following data subjects: <ul style="list-style-type: none">- Temporary agents



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	processes and list of data categories	<ul style="list-style-type: none">- Contract Agents- Seconded National Experts (SNEs). <p>Data related to family members of temporary and contract agents are processed:</p> <ul style="list-style-type: none">- 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 <p>Categories of personal:</p> <ul style="list-style-type: none">- 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) <p>Categories of data processing likely to present specific risks:</p> <ul style="list-style-type: none">- Data relating to suspected offences, offences, criminal convictions or security measures (e. g. police certificates) <p>Other categories of personal data:</p> <ul style="list-style-type: none">- 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 <p>If necessary, supply additional information:</p>



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		<ul style="list-style-type: none">- 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
9.	Time limit for keeping the data	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. A copy of the application of the ID card is kept for a period corresponding to the validity of the ID card (max. 4 years).
10.	Recipients of the 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.
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 data stored in the personnel files is restricted to staff members of the HR Department. The personnel files are stored in secured locked cupboards only accessible by the HR Department staff members. Electronic documents are saved under the a common drive whom access is restricted only to the Personnel Administration's staff members (supporting documents for removal, contracts, establishment of individual entitlements, changes in salaries etc.
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