



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 038 Leave management
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Nr.	Item	Explanation
Leave management		
1.	Last update of this record	1.12.2018
2.	Reference number	038
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 ensure the respect of all relevant rules and regulations. EASA records all type of leave and absences (annual leave, sick leave, special leave, parental/family leave) taken by temporary/contract agents and seconded national experts. Leave taken is recorded in CATS (application in SAP). Types of leave and absence recorded are the ones referred to in the Commission decisions C(2013)9051 on leave and C(2004)1597 on absences as a result of sickness or accident which apply by analogy to EASA staff members.
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)- Paid trainees. Categories of personal data:



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		<ul style="list-style-type: none"> - revealing political opinions (e. g. external activities) - revealing religious or philosophical beliefs (e. g. switch of holiday) - revealing trade-union membership - data related to suspected offences, offences, criminal convictions or security measures (e.g. police certificates) - concerning health (including disabilities) - concerning marital status (e. g. name of partner) - in the form of personal identification numbers - concerning the data subject's private sphere - concerning the data subject's family - concerning leave and absences - concerning missions and journeys
9.	Time limit for keeping the data	<p>Collected personal data are recorded and stored, as a general rule, as long as 5 years.</p> <p>Data related to annual leave taken may be kept for up to 2 years, so that days can be carried over from one year to the next.</p> <p>Data related to absences due to illness may be kept for up to 3 years. This can be extended to 5 years in case of dispute.</p> <p>However, files are kept beyond this time-limit if they need to be consulted for the purposes of legal or administrative proceedings (e.g. claims for damages, requests by the Ombudsman, appeals to the Court of Justice) which are still pending when the time-limit expires.</p> <p>Data concerning parental/family leave, are stored in the staff members' personnel files and therefore 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.</p> <p>Where the timeframe above do not apply, as a rule data will be kept for 5 years (or longer in case of an appeal). The related supporting documents will follow the same storage period.</p>
10.	Recipients of the data	<p>The Authority authorised to conclude contracts of employment; HR Department, Leave Administrator in the HR Department; line managers concerned (Head of Department, Section Manager, Director) and their sub-delegates; the medical advisors either from EASA and/or medical service from the Commission.</p>
11.	Are there any transfers of personal data to third countries or	No



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	international organisations? If so, to which ones and with which safeguards?	
12.	General description of security measures, where possible.	Access to computer system (CATS) accessible only to the staff member, line managers (Section manager/Head of Department/Director) and their sub-delegates, leave administrator (HR Department) and the Head of HR. Supporting documents concerning special leave are uploaded in the IT tool (CATS) and concerning sickness leave they are sent by e-mail by the data subject to the EASA medical advisor. The operational staff members in the HR Department have a special access right (Administrator right) in CATS to work on behalf of the data subject.
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