



## Privacy statement

### Processing of personal data on the occasion of Management of leave and absences (dedicated IT application)

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 ensure that the information on leave and absences is processed in order to ensure the respect of all relevant rules and regulations. EASA records all type of leave & absences (annual leave, sick leave, special leave, maternity leave, medical part-time, parental / family leave, part-time leave, unjustified absences) taken by staff members. All leave and absences are recorded in the dedicated IT application (CATS Portal in SAP). With the exception of supporting documents containing medical information, supporting documents are directly uploaded in the dedicated IT application by the staff member.

#### Personal data collected and further processed:

EASA processes the data of the following data subjects:

- Temporary agents
- Contract agents
- Seconded National Experts (SNEs)
- Paid trainees.

Categories of personal data:

- 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 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 missions and journeys
- concerning telephone numbers and communications

#### Data controller:

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



**Recipients of personal data:**

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.

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 a general rule, as long as 5 years.

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.

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.

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.

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.

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.

**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](#).