



European Union Aviation Safety Agency

FO Personal data processing records and compliance checklist - Public	Ref 003 Safety information publications.
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Nr.	Item	Explanation
Processing of personal data on the occasion of the dissemination of Safety information publications.		
1.	Last update of this record	22.11.2021
2.	Reference number	003
Part 1 – Article 31 of Regulation (EU) 2018/1725 - Record (recommendation: Publicly available)		
3.	Name and contact details of the controller and of the staff member responsible	Controller: European Union Aviation Safety Agency (EASA) Contact: Safety Information Section Manager Email address: ADs@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 disseminate Safety information Publications issued by the Agency to all National Aviation Authorities from the ICAO Member States in accordance with ICAO Annex 8, Part II Chapter 4.2. The processing of this data relies on the contacts contained in the data Directory maintained by ICAO, complemented by direct requests from and to NAAs.





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8.	Description of categories of persons whose data are processed by EASA and list of personal data categories	Names, Contact details (email & telephone) and Organisation name of identified subscribers.
9.	Time limit for keeping the data	Collected personal data is recorded and stored in line with contact directory maintained by ICAO and changes are mirrored accordingly with this list or upon direct request of the recipient. Data replaced or erased from the list held by ICAO or replaced or erased upon request from the subscriber is deleted. Emails sent (including addressees) are kept as records, solely to demonstrate compliance with the above mentioned dissemination obligation in the event of investigations.
10.	Recipients of the data	EASA staff who are tasked as part of their responsibilities to manage the issuance of Safety Publications, without prejudice to a possible transfer to bodies in charge of a monitoring, auditing or inspection function in accordance with European Union legislation.
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.	Safety Publication contact data is stored electronically in systems with controlled access for authorised personnel only access basis and is secured by standard EASA IT security practices.
13.	For more information, including how to exercise your rights to access,	See privacy statement.



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rectification, object and data portability (where applicable), see the below privacy statement.	
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PRIVACY STATEMENT

Safety information publications. Ref 003

1. What personal data do we collect?

Names, Contact details (email & telephone) and Organisation name of identified subscribers.

2. For what purpose do we collect personal data and on which legal basis?

The purpose of the personal data processing is to disseminate in accordance with ICAO Annex 8 Chapter 4, Safety information Publications issued by the Agency to all National Aviation Authorities in ICAO Member States whose contact data is maintained in a list.

Emails sent (including addressees) for dissemination are kept as records, solely to demonstrate compliance with the above mentioned dissemination obligation in the event of investigations.

3. Who may receive your personal data?

EASA staff who are tasked as part of their responsibilities to manage the issuance of Safety Publications, without prejudice to a possible transfer to bodies in charge of a monitoring, auditing or inspection function in accordance with European Union legislation.

4. How long are your personal data kept?

Collected personal data is recorded and stored in line with contact directory maintained by ICAO and changes are mirrored accordingly with this list and upon direct request of the recipient to be unsubscribed.





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Data is kept only for the time during which the contacts are active, i.e. as designated recipients of the Safety Information publications.

5. What are your rights?

You have the right to request from EASA access to and rectification or erasure of your personal data or restriction of processing.

EASA should provide information on actions taken on a request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

A breach concerning your personal data should be communicated to you under certain circumstances. EASA should also ensure the confidentiality of electronic communications.

6. Who is the data controller and how to exercise your rights?

EASA is the data controller for the purpose of these processing operations.

To exercise the mentioned rights, you can contact the controller by sending an email to: Safety Information Section Manager
Email address: ADs@easa.europa.eu

If you consider your data protection rights have been breached, you can always lodge a complaint with the EASA's Data Protection Officer (dpo@easa.europa.eu) or with the European Data Protection Supervisor: edps@edps.europa.eu.

