



Privacy statement

Processing of personal data on the occasion of Health data processed in medical files and administrative documents

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 offer data subjects the medical services provided under the statutory obligations, i.e. to ensure that the subject data is fit to perform his duties prior to be recruited (pre-employment medical visit), annual medical check-ups and flu vaccinations programme, vaccinations of staff going on mission, granting sick leave, family or special leave, compliance with the requirement for health and safety in the work place.

Certain data concerning the data subject's family are treated in the framework of the processing focused on the evaluation for the reasons for granting certain entitlements (e.g. family leave or special leave (for illness of spouse, family in ascending line and child)).

This notification refers to all processing related to all medical data processed in the framework of the Agency's activities. This includes not only medical files or medical certificates that are kept with the medical advisor of EASA or the medical service of the Commission, but also to the administrative documents which are processed by the HR Department relating to the health status of the data subject (forms requesting to spend a sick leave outside the place of employment or special leave).

Personal data collected and further processed:

EASA processes the data of the following data subjects:

- Temporary agents
- Contract agents
- Seconded National Experts (SNEs)
- Candidates who receive a job offer from EASA (in case of pre-employment medical visit)

Categories of personal data:

- Concerning health (including disabilities)
- Concerning marital status (e. g. name of partner)
- Concerning the data subject's family
- Concerning leave and absences
- Data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)

Data being used to evaluate personal aspects of the data subject are processed in the framework of pre-employment medical visit. The original supporting documents concerning the pre-employment medical visit (performed by the Commission's medical service or by medical service of other EU institutions), including tests and exams and medical visit reports are received by the EASA medical advisor and are kept in the medical file. The latter provides the HR Department with a letter indicating whether the staff member is fit, unfit or fit with reserve for work. This letter from the medical advisor is included in the personal file.



Data controller:

Head of Human Resources Department; hr.info@easa.europa.eu

Recipients of personal data:

EASA medical advisors, medical service of the Commission, staff concerned in the HR Department, leave administrator in the HR Department, AACC. 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 follows:

Pre-employment medical visit results and supporting documents (kept by the Medical Advisor):

- 1 year in case the candidate, after having undergone the medical visit, decides not to take up the job
- If the employee has entered a working relationship with EASA, the results are kept in the medical file, which is kept for 10 years from the date in which the contract of employment has ceased.

Medical aptitude issued by the Medical Advisor to the HR Department, following the pre-employment medical visit (fit/non fit/fit with reserve):

In this case it is necessary to make a distinction:

- The certificate whereby the medical advisor certifies that the person is fit for work or fit with reserve, are stored in the personal file of the data subject, hence they would follow the same period of storage
- In case the data subject would be found unfit to work and therefore the contract of employment could not be signed, the personal file would not be created. In this case, the period of storage for the certificate would coincide with the prescription term for filing a complaint before the EU Ombudsman and for complying with audit purposes (and anyway not more than five years).

Certificate submitted to the medical advisor in the case of sickness of the data subject or very serious illness of a child or family member in ascending line (in case a decision of the AACC needs to be taken to grant more days of leave than the 2 normally foreseen) are kept for up to 3 years. This can be extended to 5 years in case of dispute

In the case of family leave supporting documents are kept for 10 years as of the termination of employment or as of the last pension payment.

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](#).