



Nr.	Item	Explanation
<b>Health data processed in medical files and administrative documents</b>		
1.	Last update of this record	1.12.2018
2.	Reference number	040
<b>Part 1 - Article 31 Record</b>		
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; <a href="mailto:hr.info@easa.europa.eu">hr.info@easa.europa.eu</a>
4.	Name and contact details of DPO	<a href="mailto:dpo@easa.europa.eu">dpo@easa.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	EASA has a framework contract with two German doctors to provide the services delivered by the Medical Advisor on occupational medicine at the EASA premises (EASA Cologne) and on leave and absences. In addition, EASA has an Service Level Agreement with Medical Service of the European Commission (B-1049 Brussels) to perform the pre-employment medical visits.
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 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)).



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 040 Medical files
--	--------------------------

Nr.	Item	Explanation
		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).
8.	Description of categories of persons whose data EASA processes and list of data categories	<p>EASA processes the data of the following data subjects:</p> <ul style="list-style-type: none"><li>- Temporary agents</li><li>- Contract agents</li><li>- Seconded National Experts (SNEs)</li><li>- Candidates who receive a job offer from EASA (in case of pre-employment medical visit)</li></ul> <p>Categories of personal data:</p> <ul style="list-style-type: none"><li>- Concerning health (including disabilities)</li><li>- Concerning marital status (e. g. name of partner)</li><li>- Concerning the data subject's family</li><li>- Concerning leave and absences</li><li>- Data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)</li></ul> <p>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.</p>
9.	Time limit for keeping the data	<p>Pre-employment medical visit results and supporting documents (kept by the Medical Advisor):</p> <ul style="list-style-type: none"><li>- 1 year in case the candidate, after having undergone the medical visit, decides not to take up the job</li><li>- 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.</li></ul>



Nr.	Item	Explanation
		<p>Medical aptitude issued by the Medical Advisor to the HR Department, following the pre-employment medical visit (fit/non fit/fit with reserve):</p> <p>In this case it is necessary to make a distinction:</p> <ul style="list-style-type: none"><li>- 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</li><li>- 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).</li></ul> <p>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</p> <p>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.</p>
10.	Recipients of the data	EASA medical advisors, medical service of the Commission, staff concerned in the HR Department, leave administrator in the HR Department, AACC.
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.	Medical files are stored (paper form) in the office of the medical advisor. They are kept in a locked cabinet whose keys are only in the possession of the medical advisor. The office is locked and keys are with the medical advisor and with the Security staff. Sick leave certificates are sent electronically by the data subject to the medical advisor.
13.	For more information, including how to exercise your rights to access, rectification, object and	See privacy statement



## European Aviation Safety Agency

PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST

Ref 040

Medical files

Nr.	Item	Explanation
	data portability (where applicable), see the privacy statement:	