



Privacy statement

Processing of personal data on the occasion of Internal mobility

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 provide an established framework to allow the Agency to deliver its priorities and strategic objectives while ensuring the best possible match between staff members' capabilities, individual development aspirations and the Agency's strategic business needs. This process is key to ensure that the right people are in the right place at the right time.

Personal data collected and further processed:

EASA processes the data of the following data subjects:

- Temporary agents
- Contract agents

Categories of personal data:

- Data being used to evaluate personal aspects (ability, efficiency, conduct)
- In the form of personal identification numbers
- Concerning recruitment and contracts
- Concerning the data subject's career

Data subjects on occasions provide the controller with a motivation letter and a CV. Aside from their studies and work experience, data subjects are free to provide information and data of their choice (i.e. on hobbies, memberships, family situation) for this reason EASA might process different categories of data.

Data controller:

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

Recipients of personal data:

HR Department, current managers and Managers in charge of the post in which transfer is requested, Appointing Authority. 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:

- Data of internal applicants for job transfers (CV, motivation letter) is processed as data of a selection procedure and will be kept for 10 years after closure of the procedure.
- Data of transferred staff (ED Decision) will be kept in the staff member's personnel file 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.



PRIVACY STATEMENT

Ref 042

Internal mobility

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](#).