



Nr.	Item	Explanation
Internal mobility (transfer further to the staff member's request)		
1.	Last update of this record	1.12.2018
2.	Reference number	042
Part 1 - Article 31 Record		
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; hr.info@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 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.
8.	Description of categories of persons whose data EASA processes and list of data categories	EASA processes the data of the following data subjects: <ul style="list-style-type: none">- Temporary agents- Contract agents Categories of personal data: <ul style="list-style-type: none">- Data being used to evaluate personal aspects (ability, efficiency, conduct)- In the form of personal identification numbers- Concerning recruitment and contracts



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		<ul style="list-style-type: none">- 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.
9.	Time limit for keeping the data	Collected personal data are recorded and stored as follows: <ul style="list-style-type: none">- 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.
10.	Recipients of the data	HR Department, current managers and Managers in charge of the post in which transfer is requested, Appointing Authority.
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.	The documents (password-protected) are stored in electronic folders restricted to the operational staff members in the HR Department.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	See privacy statement