



Nr.	Item	Explanation
Spontaneous applications and recruitment related queries		
1.	Last update of this record	1.12.2018
2.	Reference number	043
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 to manage and process external inquiries pertaining to the EASA recruitment process as well as spontaneous applications (applications not responding to published posts), including providing information as to the procedure to be followed, namely applying to a published post via the on-line eRecruitment tool.
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">- All external persons applying spontaneously or requesting further information about the recruitment process Categories of personal data: <ul style="list-style-type: none">- In the form of personal identification numbers- Concerning telephone numbers and communications- Other data are those being provided by the applicant/requester



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		EASA is not in the position to control what data is revealed by the sender. Nevertheless, the Agency takes all necessary measures to ensure confidentiality of the data received.
9.	Time limit for keeping the data	Collected personal data are stored for 5 years.
10.	Recipients of the data	Staff members of the HR Department.
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.	Personal Data are registered and stored in e-mail folders of the respective applicants/requester. The majority of the requests is received electronically and access to these e-mails is restricted. The e-mails received are archived in restricted functional mailboxes. Requests or spontaneous applications received by post are handed to the HR Department. They are archived in folders and locked into cupboards.
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