



Nr.	Item	Explanation
<b>Traineeship placements</b>		
1.	Last update of this record	1.12.2018
2.	Reference number	044
<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)	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 organise selection procedures to recruit trainees under the programmes in place at the Agency: <ul style="list-style-type: none"><li>- EASA Graduate Traineeship Programme (GTP)</li><li>- EASA Study Placement Scheme (SPS)</li></ul>
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"><li>- Any person applying for one of the aforementioned programmes at EASA</li></ul> Categories of personal data: <ul style="list-style-type: none"><li>- In the form of personal identification numbers</li><li>- Concerning pay, allowances and bank accounts</li><li>- Concerning recruitment and contracts</li><li>- Concerning the data subject's career</li></ul>



Nr.	Item	Explanation
		- Concerning telephone numbers and communications
9.	Time limit for keeping the data	Collected personal data are recorded and stored for 5 years following the expiration of the reserve list (aligned with the period of storage of statutory staff).
10.	Recipients of the data	HR Department, staff of the hiring Departments, as well as other involved parties (such as reception, Corporate Services etc.).
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	Personal data of non-EU traineeship candidates may be transferred to Embassies and similar offices for the purpose of acquiring visas and/ or work permits.
12.	General description of security measures, where possible.	Electronic data are stored in the eRecruitment tool; access is limited to identified HR members. Paper files are stored in locked archives with limited access to identified HR staff. It is only identified staff of the HR Department, having access to the aforementioned electronic documents and archives.
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