



Privacy statement

Processing of personal data on the occasion of general training management and course evaluation

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 related to general training management is to provide staff members the means to continually upgrade their skills and knowledge to be effective. For the Agency it means to help to be more effective at achieving its goals. For staff it means the responsibility to ensure they learn what is needed to be effective in their jobs to meet the Agency's needs. General training management contribute to the management of talents and staff career development. General trainings (excluding external trainings) and course evaluation are offered to staff members.

Personal data collected and further processed:

EASA processes the data of the following data subjects:

- Temporary agents
- Contract agents
- Seconded National Experts (SNEs)
- Other external staff as appropriate (trainees, interims, consultants, etc).

Categories of personal data:

- First name, surname; personnel number; job title; grade, function; nationality
- Data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct, and training/development-related attendance data)
- Concerning the data subject's career development
- Concerning leave and absences
- Concerning missions and journeys

Data controller:

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

Recipients of personal data:

Staff members' managers (reporting and countersigning officer), Finance Department, HR Department, and any other organisational functions, as appropriate, training providers, trainers and consultant (contracted by EASA to deliver the trainings). 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:

Staff members training data are kept for 10 years. Third language eligibility results are 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:



PRIVACY STATEMENT

Ref. 045
General Training

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.

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](#).