



Nr.	Item	Explanation
<b>General training management and course evaluation</b>		
1.	Last update of this record	1.12.2018
2.	Reference number	045
<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 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.
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>- Temporary agents</li><li>- Contract agents</li><li>- Seconded National Experts (SNEs)</li><li>- Other external staff as appropriate (trainees, interims, consultants, etc).</li></ul>



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 045 General training
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		Categories of personal data: <ul style="list-style-type: none"> <li>- First name, surname; personnel number; job title; grade, function; nationality</li> <li>- Data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct, and training/development-related attendance data)</li> <li>- Concerning the data subject's career development</li> <li>- Concerning leave and absences</li> <li>- Concerning missions and journeys</li> </ul>
9.	Time limit for keeping the data	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.
10.	Recipients of the 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).
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.	General training: access to computer system (training management tool, ELG): single sign-on access to the computer system restricted users' roles controlled by the administrators' of the system (HR Department), personal training data are accessible only to the jobholder, reporting officer, countersigning officer and HR staff members (with administrator's access right). Training evaluations: stored in electronic folders restricted to the HR Department, paper evaluations and participants' lists are locked in 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