



## Privacy statement

### Processing of personal data on the occasion of payroll

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 is to ensure the correct and accurate payment of the data subject's remuneration (starting/ending date of remuneration, basic salary for grade & step, individual entitlements: various allowances, part-time/parental/family leave) in accordance with the provisions of the Staff Regulations, CEOS and implementing rules.

#### Personal data collected and further processed:

EASA processes the data of the following data subjects:

- Temporary agents
- Contract agents
- Seconded National Experts (SNEs).

#### Categories of personal data:

- first name, surname; personnel number; administrative status
- revealing political opinions (e. g. external activities)
- concerning health (including disabilities)
- concerning marital status (e. g. name of partner)
- data relating to suspected offences, offences, criminal convictions or security measures (e. g. police certificates)
- data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)
- concerning the data subject's private sphere
- concerning pay, allowances and bank accounts
- concerning recruitment and contracts
- concerning the data subject's family
- concerning the data subject's career
- concerning leave and absences
- concerning Social Security and pensions
- concerning expenses and medical benefits

#### Data controller:

Head of Human Resources Department; [hr.info@easa.europa.eu](mailto:hr.info@easa.europa.eu)

#### Recipients of personal data:

Authority authorised to conclude contracts of employment, staff concerned in the HR Department and Finance Department, PMO. 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:

Collected personal data are recorded and stored as long as 10 years as of the termination of employment or as of the last pension payment.



PRIVACY STATEMENT

Ref 046

Payroll

**Contact & exercise of rights:**

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](#).