



Nr.	Item	Explanation
	Payroll	
1.	Last update of this record	1.12.2018
2.	Reference number	046
	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 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.
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">- Temporary agents- Contract agents- Seconded National Experts (SNEs). Categories of personal data: <ul style="list-style-type: none">- first name, surname; personnel number; administrative status- political activities/mandates



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		<ul style="list-style-type: none">- 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
9.	Time limit for keeping the data	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.
10.	Recipients of the data	Authority authorised to conclude contracts of employment, staff concerned in the HR Department and Finance Department, PMO.
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.	Restricted access to the folder on the HR drive to operational staff members concerned in the HR Department and the Head of HR. Supporting documents received from data subjects are filed in their personnel file stored in locked cabinets whose access is restricted to operational staff members concerned in the HR Department and the Head of HR.



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		Strictly controlled access rights for the staff involved in the financial transactions related to payroll: initiating agents/operational verifying agent and authorising officer in the HR department, financial verifying agents and accountant in the Finance department.
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