



Nr.	Item	Explanation
<b>Personal computing containing: Access Rights Management; Network - Wi-Fi EASADATA, Wi-Fi EASAGUEST, Wired Network; VPN] -</b>		
1.	Last update of this record	01.12.18
2.	Reference number	047
<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: IT Development and Operations Section Manager <a href="mailto:IT_functional_mailbox@easa.europa.eu">IT_functional_mailbox@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)	N/A.
6.	Name and contact details of processor (where applicable)	N/A.
7.	Purpose of the processing	The personal data are collected in order to support EASA IT Operations and IT Security
8.	Description of categories of persons whose data EASA processes and list of data categories	Categories of persons: EASA internal and external users Data categories: usernames, emails, IP related data, access and authorisation related data.
9.	Time limit for keeping the data	➤ Live/Production ➤ Backup ➤ Max 12 months
10.	Recipients of the data	<ul style="list-style-type: none"><li>• Application Users/Super-users,</li><li>• Business Service Owners</li></ul>



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		<ul style="list-style-type: none"><li>• IT System Administrators to perform operational activities</li><li>• IT Security officer for following up on security incidents and investigations</li></ul>
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.	<ul style="list-style-type: none"><li>• Physical access control to IT area (badge)</li><li>• External consultants are requested to provide their criminal records.</li><li>• Non-Disclosure Agreements with external providers</li><li>• Technical IT security measures in place</li><li>• Access to technical services is restricted based on “Need to Know” principle</li></ul>
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.