



Privacy statement

Processing of personal data on the occasion of Specific IT technical service.

Personal data will be processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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 and Decision No 1247/2002/EC.

Purpose:

The purpose of the personal data processing is to support EASA IT Operations and IT Security.

Personal data collected and further processed:

EASA collects the following data:

- usernames,
- emails addresses,
- EASA Staff photos,
- cookies,
- IP related data,
- access and authorisation related data.

Data controller:

Controller: European Aviation Safety Agency, Konrad-Adenauer-Ufer 3, 50668 Cologne, Germany

Contact: IT Development and Operations Section Manager

IT_functional_mailbox@easa.europa.eu

Recipients of personal data:

- Application Users/Super-users,
- Business Service Owners
- IT System Administrators to perform operational activities
- IT Security officer

Data retention:

- Laptops: lifecycle of the machine (depending on user settings/policies/decision)
- N-Drive and network shares: depending on user settings/policies/decision
- Email/EV: depending user settings/policies/decision
- Work related user data (usernames, emails, photos): as long as needed for the purpose of the process (see point 7), regular clean up exercises performed by IT
- Cookies, IP related data, access and authorisation related data: no specific time limits, regular clean up exercises performed by IT
- Backup: max 12 months

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](#).