



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 052 Applicant relations and application management
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Nr.	Item	Explanation
Applicant Relations and Application Management		
1.	Last update of this record	01.12.18
2.	Reference number	052
Part 1 - Article 31 Record		
3.	Name and contact details of controller	Controller: EASA, Konrad-Adenauer-Ufer 3, 50668 Cologne, Germany Contact: Head of Applicant Services Department applicant.services@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	To process applications for airworthiness and environmental certification, organisation approval as well as other services under Regulation 2018/1139 of the European Parliament and Council and Commission Regulation 319/2014.
8.	Description of categories of persons whose data EASA processes and list of data categories	Contact persons at the applicant company associated with: <ul style="list-style-type: none">• The ownership of the certificate (Sold-to party);• The payment of fees and charges (Bill-to party)• The receipt of the certificate (Ship-to party). Agency staff assigned to the application, typically: <ul style="list-style-type: none">• The product certification manager,• Team leader• Experts. Data categories:



Nr.	Item	Explanation
		<ul style="list-style-type: none">• Title• Name• Surname• Position• Telephone number• Fax number• Email address
9.	Time limit for keeping the data	Data is retained as long as required to discharge the Agency's responsibilities in the event of accident or failure of the products, parts, appliances and organisations it certifies.
10.	Recipients of the data	Agency staff, Community institutions or bodies, and national competent authorities that carry out tasks on behalf of the Agency.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	Application data and data on the Agency staff assigned to the application is transferred to national competent authorities outside the EU where the applicant has requested that the application be validated in one or more additional jurisdictions.
12.	General description of security measures, where possible.	Data is held in electronic and hard copy formats. Hard copy formats are held in locked cabinets in the restricted area of EASA premises, which are protected by access control measures (see separate record). Electronic formats are held in the EASA file system and/or the Enterprise Resource Planning system, which are protected by network security measures (see separate record).
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.