



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 053 Management of Partnership Agreements with NAAs and SC with QEs
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Nr.	Item	Explanation
<b>Management of Partnership Agreements with NAAs and service contracts with Qualified Entities</b>		
1.	Last update of this record	01.12.2018
2.	Reference number	053
<b>Part 1 - Article 31 Record</b>		
3.	Name and contact details of controller	Controller: EASA, Konrad-Adenauer-Ufer 3, 50688 Cologne, Germany Contact: Head of Applicant Services Department, EASA <a href="mailto:applicant.services@easa.europa.eu">applicant.services@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)	Not applicable
6.	Name and contact details of processor (where applicable)	Not applicable
7.	Purpose of the processing	1. Standard contract management procedures, including assignment of tasks 2. Maintain a database of external experts available to work on Agency technical tasks
8.	Description of categories of persons whose data EASA processes and list of data categories	Contact person at the national competent authority (NAA) or the qualified entity (QE) responsible for the partnership agreement or service contract  Signatory of the partnership agreement or service contract at the national competent authority (NAA) or the qualified entity (QE)  Data categories <ul style="list-style-type: none"><li>• Name</li><li>• Surname</li><li>• Function</li></ul> Experts from the NAA or QE approved to work on EASA tasks



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		Data categories (in addition to those listed above): <ul style="list-style-type: none"><li>• Expertise disciplines</li></ul>
9.	Time limit for keeping the data	Data is retained permanently in order 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	<b>Inside EASA</b> Staff members responsible for managing the agreements and contracts, and assigning tasks <b>Outside EASA</b> Staff members at the NAA or QE responsible for managing the agreements and contracts, and assigning tasks
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.	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.