



## Privacy statement

### Processing of personal data on the occasion of Facility management assigning of parking spaces and remote controllers

Personal data will be processed in accordance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council 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.

#### **Purpose:**

The purpose of the personal data processing is to enable access and use of the parking facilities and prevent unauthorized access to the parking area.

#### **Personal data collected and further processed:**

The data collected is from EASA staff members and contains the following data categories:

- Name
- Function
- Car model, colour and registration number
- the Staff member also has to fill out and sign a salary deduction form which is kept in EASA Administrative Space Planning (hereinafter: Planon) tool.

#### **Data controller:**

Head of Corporate Services Department

#### **Recipients of personal data:**

Process is managed by EASA Corporate Services Department staff members, specifically the Security, Health & Safety Officer. In a framework of the price deduction, the process is managed by the HR Department. The Security Office (external service provider) manages access rights and appropriate use of the facilities.

This is without prejudice to a possible transfer to bodies in charge of a monitoring, auditing or inspection function in accordance with European Union legislation.

#### **Data retention:**

Collected personal data are uploaded in the Planon tool and stored from the notification of HR Department until access is to be denied, which is usually through notice of cancellation by the user or the end of employment. Documents on owning/returning of the remote control for the parking facilities are kept for 2 years before being destroyed.

#### **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](#).