



## Privacy statement

### Processing of personal data on the occasion of Facility Management/space allocation

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 Keep track of the seat allocation in the building in order to manage, monitor and plan the efficient use of space and building operations.

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

Categories of data subjects:

All staff working on Agency's premises, e.g. all EASA staff, external contractors, staff, visitors, consultants, seconded national experts, trainees.

Data categories: Name, Department, Telephone number, Email Address, Seat Number.

#### **Data controller:**

Head of Corporate Services Department

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

Staff members of Corporate Services Department and the Caretakers (external service provider) can access all the data. IT Service Desk can only access the person's name and space number. 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:**

The seat allocation data collection is ended when a staff members leaves. The staff member itself will remain 'inactive' in the system.

#### **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](#).