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| PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST | Ref 058 Space allocation |
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| Nr. | Item | Explanation |
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| | Facility Management/space allocation | |
| 1. | Last update of this record | 01.12.2018 |
| 2. | Reference number | 058 |
| | Part 1 - Article 31 Record | |
| 3. | Name and contact details of controller | Controller: EASA, Konrad-Adenauer-Ufer 3, 50668 Köln Contact: Head of Corporate Services Department |
| 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 | Keep track of the seat allocation in the building in order to manage, monitor and plan the efficient use of space and building operations. |
| 8. | Description of categories of persons whose data EASA processes and list of data categories | 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. |
| 9. | Time limit for keeping the data | The seat allocation data collection is ended when a staff members leaves. The staff member itself will remain 'inactive' in the system. |
| 10. | Recipients of the 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 |
| 11. | Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards? | NO |



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| 12. | General description of security measures, where possible. | Any security measures can only apply in accordance with the provisions of the Security Procedure PR.FACIL.00033-001 and the Security Concept. |
| 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. |