



Privacy statement

Processing of personal data on the occasion of **Travel management Services Credit cards for EASA staff going on missions**

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 provide EASA staff with credit cards to be used for missions' expenses.

Personal data collected and further processed:

The personal data belongs to EASA staff members who requested to receive the credit card.

At EASA level, the following information is kept:

- Name
- Family name
- Personnel number
- Email requesting the card
- Email notifying the credit card provider about cancellation of the card.

Further data is supplied by the staff member directly to the contractor when applying for the card. EASA is not involved in this process.

Data controller:

Head of Corporate Services Department, travel@easa.europa.eu

Recipients of personal data:

Approved EASA staff members dealing with requests for credit cards and the credit card provider, 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:

In EASA, only the request for application is kept in line with EASA Records policy (emails are saved in functional mailbox). All further data is processed and kept by the credit card issuer in accordance with the contract conditions and Belgian and EU data protection regulations.

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](#).