



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 059 Credit cards control
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Nr.	Item	Explanation
	<b>Travel management Services Credit cards for EASA staff going on missions</b>	
1.	Last update of this record	01.12.2018
2.	Reference number	059
	<b>Part 1 - Article 31 Record</b>	
3.	Name and contact details of controller	Controller: EASA, Konrad-Adenauer-Ufer 3, 50668 Köln Contact: Head of Corporate Services Department travel@easa.europa.eu
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	The data is collected and processed with the purpose of providing EASA staff with credit cards to be used for missions expenses as foreseen in EASA's internal policy.
8.	Description of categories of persons whose data EASA processes and list of data categories	EASA staff members who requested to receive the credit card.  At EASA level, the following information is kept: <ul style="list-style-type: none"><li>- Name</li><li>- Family name</li><li>- Personnel number</li><li>- Email requesting the card</li><li>- Email notifying BCC Corporate about cancellation of the card (when applicable)</li></ul> Above data is transferred by the Contractor through email and online registration portal.



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		Further data is supplied by the staff member directly to the contractor when applying for the card. EASA is not involved in this process.
9.	Time limit for keeping the data	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.
10.	Recipients of the data	In EASA, approved staff members dealing with requests for credit cards.  Outside of EASA, credit card issuer.
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.	Limited number of EASA staff has access to the possibility to register staff members' applications for credit cards. The portal for registration is password protected. Registration emails are kept in a dedicated folder of the functional mailbox, which is accessible only to approved staff.
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.