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| PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST | Ref 060 Food & beverages payment |
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| Nr. | Item | Explanation |
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| Food & Beverage Payment System based on RFID Identity card | | |
| 1. | Last update of this record | 01.12.2018 |
| 2. | Reference number | 060 |
| 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 | The purpose of data processing is the payment of food & beverage services on Agency premises. The individual staff badge enables storing credits (in EUR) loaded using automatic machines available at the premises. When performing a payment, the badge is read by scanners available at the sale-point. The credit is associated to the unique identifier of the ID card and not to the staff member (pseudonymisation of personal data), who can only be identified when matching the ID card number with the staff to whom the card belongs. |
| 8. | Description of categories of persons whose data EASA processes and list of data categories | Stored/exchanged data for payment purposes through secured data exchange (for payment data in particular, e.g. credit cards) are: <ul style="list-style-type: none">- badge number- debits (EUR). The data is collected from Staff members (including trainees, SNE's, interims, etc.) who receive a badge and choose to use it to perform payment for food and beverages. |
| 9. | Time limit for keeping the data | The data is kept for 2 months from expiry of the badge. |
| 10. | Recipients of the data | The payment related information's (debits, etc.) are automated/ electronically administrated through an installed IT-secured payment system and monitored through EASA's catering services provider "Essart company". |



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| 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. | Data is kept on badge holders and access logs electronically in secure systems with limited access and secured by standard EUI security practices. The main security measure is using pseudonymisation in order to ensure badge holders can only be identified in case of problems, under the supervision of EASA Security Health & Safety Officer. This database is available at EASA Security Health & Safety Officer during working hours. The register of staff members present outside office hours is kept in the security centre which is manned at all times by a guard. |
| 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. |