



Privacy statement

Processing of personal data on the occasion of **Travel management (Reservations, claims and visas)**

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 ensure that EASA staff members fulfil their tasks when performing work outside place of employment in accordance with EASA's internal travel policy. The process applies to all required travel outside staff members' place of employment and to all members of staff required to go on missions.

Personal data collected and further processed:

The personal data belongs to any EASA staff member travelling on a mission.

For travel arrangements (done through a contracted travel agency):

Name, family name

Passport data

Frequent flyer or similar loyalty programme data (on request of the traveller)

Credit card data (when reservation is to be guaranteed, on request of the traveller)

For processing of reimbursement:

Supporting documents justifying mission expenses.

Data controller:

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

Recipients of personal data:

For travel arrangements:

- Travel agency staff

For claims processing:

- Staff members of Travel and Meeting room management section
- Staff involved into the approval or financial control process (e.g. manager)
- Finance Department

Data retention:

Data collected and used by the travel agency is stored by the travel agency in accordance with EU/German data protection legislation.

Data used for the processing of reimbursements is stored in EASA mission processing tool (MiMa) for as long as required for the purpose of the process. Original documents are filed by travellers who are obliged to keep them for 24 months after the reimbursement is closed.

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](#).