



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 061 Travel management
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Nr.	Item	Explanation
	Travel management (Reservations, claims and visas)	
1.	Last update of this record	01.12.2018
2.	Reference number	061
	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, travel@easa.europa.eu
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	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.
8.	Description of categories of persons whose data EASA processes and list of data categories	Any EASA staff member travelling on a mission. For travel arrangements (done through a contracted travel agency): <ul style="list-style-type: none">- 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: <ul style="list-style-type: none">- Supporting documents justifying mission expenses.
9.	Time limit for keeping the data	Data collected and used by the travel agency is stored by the travel agency in accordance with EU/German data protection legislation.



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		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 (see point 7). Original documents are filed by travellers who are obliged to keep them for 24 months after the reimbursement is closed.
10.	Recipients of the data	For travel arrangements: <ul style="list-style-type: none">- Travel agency staff For claims processing: <ul style="list-style-type: none">- Staff members of Travel and Meeting room management section- Staff involved into the approval or financial control process (e.g. manager)- Finance Department
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	Data is transferred to third countries in cases where required by the specifics of the process (e.g. booking of the hotel in a third country, flight booking with an airline based in third country, application for a visa of a third country).
12.	General description of security measures, where possible.	Sensitive documents such as passports are stored under lock and key. Access to computers is governed by EASA policy on IT security. All sensitive programs are password protected. In the contract with the subcontracted travel agency is a clause on data protection. Access rights are limited to "needs to know" principle. Through the framework contract with the travel agency, the staff is bound by EU/German data protection law.
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.