



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 062 Comment response tool
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Nr.	Item	Explanation
Comment response tool - versioning and reference numbers		
1.	Last update of this record	01.12.2018
2.	Reference number	062
Part 1 - Article 31 Record		
3.	Name and contact details of controller	Controller: European Aviation Safety Agency, Konrad-Adenauer-Ufer 3, 50668 Cologne, Germany Contact: Head of Strategy & Programmes Department CRT@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	It is used to automate the consultation process for Notices of Proposed Amendments (NPAs) and Comment-Response Documents (CRD). The CRT allows users to review NPAs and place their comments and view the corresponding responses in the CRD before publication of the final rule (Opinion/Decision).
8.	Description of categories of persons whose data EASA processes and list of data categories	<ul style="list-style-type: none">- User ID (e-mail)- First Name- Surname- User description (brief description of job title or occupation)- Organisation- Phone number- Commentator Identity (either your company/organisation name or own name)
9.	Time limit for keeping the data	After 5 years of retention, data are encrypted and kept in accordance with EASA Records policy.



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10.	Recipients of the data	EASA Staff Access to the data is password protected and restricted to staff members entitled to manage CRT activities.
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 stored only electronically. Physical security as applied to EASA premises and web-based applications. Local security - access to the data is password protected and restricted to staff members entitled to manage CRT activities.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	https://hub.easa.europa.eu/crt/ https://hub.easa.europa.eu/security/?app=crt&act=register See also Privacy Statement.