



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 063 Confidential Safety Reporting
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Nr.	Item	Explanation
Confidential Safety Reporting		
1.	Last update of this record	01.12.2018
2.	Reference number	063
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 Safety Intelligence and Performance Department csr@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 enables individuals to voluntarily report alleged malpractices and irregularities in the field of aviation safety, without having to fear that their action may have adverse consequences for their person. By creating an environment of trust and protection for individuals actively reporting alleged malpractices and irregularities in the field of aviation safety to the Agency, the arrangements established by this procedure have the purpose to ensure that those who report malpractices and irregularities are afforded confidentiality in order to ensure protection against any retaliation or reprisals, whether actual or potential, as a result of their information. Collection of personal data gives EASA the possibility to contact the reporter in case additional information or clarifications are required as well as to provide the follow-up results where applicable.
8.	Description of categories of persons whose data EASA processes and list of data categories	We process the following data on every person who has submitted to the Agency a confidential safety report: <ul style="list-style-type: none">• Name;• Surname;• Email address;• Information whether the person is an aviation professional or not.
9.	Time limit for keeping the data	Data collected is kept for a period of 10 years.



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10.	Recipients of the data	EASA Executive Director; EASA Executive Director's Office; EASA Safety Intelligence and Performance Department; EASA operational directorates; EU MS Competent Authorities and third country aviation competent authorities (under the consent of the reporter).
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	Third country aviation authorities with EASA bilateral agreement. Data protection requirements are laid down in bilateral agreements.
12.	General description of security measures, where possible.	Data is kept in functional email box and Confidential Safety Reporting database. Email box and the database are with a restricted access to a limited group of EASA 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.