



European Union Aviation Safety Agency

FO Personal data processing records and compliance checklist - Public	Ref # 064
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Nr.	Item	Explanation
EASA Advisory Bodies		
1.	Last update of this record	05.07.2021
2.	Reference number	064
Part 1 – Article 31 of Regulation (EU) 2018/1725 - Record (recommendation: Publicly available)		
3.	Name and contact details of the controller and of the staff member responsible	Controller: European Union Aviation Safety Agency (EASA) Staff member responsible: Stakeholder Management Officer easa.stakeholder.management@easa.europa.eu
4.	Name and contact details of DPO	dpo@easa.europa.eu
5.	Name and contact details of joint controller (where applicable)	N/A
6.	Name and contact details of processor (where applicable)	N/A
7.	Purpose of the processing	For the purpose of consultation with the Member States and industry EASA maintains a database of advisory bodies' members representing their organisations. The database includes members, alternate members and observers.
8.	Description of categories of persons whose data are processed by EASA and list of personal data categories	Categories of persons whose data are processed by EASA: Information is collected and processed regarding relevant representatives of the Member States and industry to EASA advisory bodies. Categories of personal data processed: The database contains personal data of the nominated member and of the alternate members and may include one or more of the following items: - full name, - contact details (email & phone number)





		<ul style="list-style-type: none">- job function in their organisation- details of the organisation they represent
9.	Time limit for keeping the data	Collected personal data is recorded and stored for as long as individuals are delegated by their organisation to be part of an EASA advisory body. Upon the update of the advisory bodies or change in the representation of certain organisations the previous data is deleted.
10.	Recipients of the data	The contact point of the relevant EASA advisory body, will collect the above mentioned data. Name and surname together with the details of the organisation are published on EASA's website for transparency purposes and in line with Management Board Decisions 19-2015 and 20-2015.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No. But access to some personal data (see point 10) is accessible through EASA's website.
12.	General description of security measures, where possible.	Data is stored in an IT tool to which only the Advisory Members and authorized EASA staff have access.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the below privacy statement.	See below privacy statement





PRIVACY STATEMENT

[PROCESSING OF PERSONAL DATA OF THE EASA ADVISORY BODIES MEMBERS] [064]

1. What personal data do we collect?

Information is collected and processed regarding relevant representatives of the Member States and industry to EASA Advisory Bodies, as well as nominated Observers. The database contains personal data of the nominated member/observer and of the alternate members/observers and may include one or more of the following items:

- full name,
- contact details (email & phone number)
- job function in their organisation
- details of their organisation (name)

2. For what purpose do we collect personal data and on which legal basis?

The personal data is collected for the purpose of consultation with the Member States and Industry, in the scope of Regulation (EU) 2018/1725, Article 5(1)(a) and the Basic Regulation and in accordance with EASA Management Board Decisions 19-2015 and 20-2015.

3. Who may receive your personal data?

The contact point of the relevant EASA advisory body, will collect the above mentioned data.. The data collected will be shared s within the scope of the purpose for which it was collected amongst the EASA Advisory Bodies' representatives and authorized EASA staff. Also, Name and surname of relevant representatives of the Member States and industry to EASA Advisory Bodies, together with the details of the organisation are published on EASA's website for transparency purposes and in line with Management Board Decisions 19-2015 and 20-2015.





4. How long are your personal data kept?

Collected personal data is recorded and stored for as long as the EASA Advisory Body member is delegated by their organisation as their representative in an advisory body. Upon the update of the advisory bodies or changes in the representation of organisations the previous data is deleted.

5. What are your rights?

You have the right to request from EASA access to and rectification or erasure of your personal data or restriction of processing. You also have the right to object to processing of your personal data.

EASA should provide information on action taken on a request within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests.

A breach concerning your personal data should be communicated to you under certain circumstances. EASA should also ensure the confidentiality of electronic communications.

6. Who is the data controller and how to exercise your rights?

EASA should exercise the tasks of the data controller for the purpose of these processing operations.

To exercise the mentioned rights, you can contact the controller by sending an email to the EASA Stakeholder Management Officer (easa.stakeholder.management@easa.europa.eu).

If you consider your data protection rights have been breached, you can always lodge a complaint with the EASA's Data Protection Officer (dpo@easa.europa.eu) or with the European Data Protection Supervisor (edps@edps.europa.eu).

