



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 066 Rulemaking procedure and rulemaking tasks
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Nr.	Item	Explanation
Rulemaking procedure and rulemaking tasks – Rulemaking group members		
1.	Last update of this record	1.12.2018
2.	Reference number	066
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 AB_Consultation@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	Personal data is collected from members in order to organise working groups in charge of rulemaking procedures.
8.	Description of categories of persons whose data EASA processes and list of data categories	For the person nominating: - Name - Position - Representing - Email address - Telephone number For the proposed candidate - Title (Mr/Ms/Dr/etc.) - Surname - First name



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		<ul style="list-style-type: none">- Representing- Position- Email address- Telephone number- Mobile phone number- Correspondence address- Expertise in the field
9.	Time limit for keeping the data	The data is stored in accordance with EASA Records policy.
10.	Recipients of the data	EASA Staff
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.
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.