



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 067 Technical cooperation programmes
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Nr.	Item	Explanation
Technical cooperation programmes		
1.	Last update of this record	01.12.2018
2.	Reference number	067
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 International Cooperation Department
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 in order to support the organisation of project activities (e.g. host country supporting with visa), creating statistical data for internal reporting and formal deliverables to project sponsors.
8.	Description of categories of persons whose data EASA] processes and list of data categories	Categories of persons: <ul style="list-style-type: none">• Contractors working under International Cooperation Framework Contracts• NAAs and their subcontractors / subsidiaries• Beneficiaries / partners• External experts• EASA staff• Staff of International Organisations Data categories: <ul style="list-style-type: none">• Country• Organisation• Title



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		<ul style="list-style-type: none"> • First name • Last name • Job title • E-mail address • Postal address • Phone number • Passport copy • CV / photo Bank account details
9.	Time limit for keeping the data	Contractual obligation up to 7 years from expiry of a project. After that it remains in the project documentation for statistics purposes.
10.	Recipients of the data	Recipients of some data are also the following categories: Project Sponsors Contractors working under International Cooperation Framework Contracts NAAs and their subcontractors / subsidiaries Beneficiaries/partners External experts EASA staff International Organisations
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	Yes Contractors working under International Cooperation Framework Contracts NAAs and their subcontractors / subsidiaries Beneficiaries/partners, External experts International Organisations (e.g. ICAO)
12.	General description of security measures, where possible.	Access is limited to the International Cooperation Department. EASA IT standard data security measures.



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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.