



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 068 Technical training and ECQB database
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Nr.	Item	Explanation
Technical training database		
1.	Last update of this record	01.12.2018
2.	Reference number	068
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	The purpose of processing personal data is to select contracts with service providers and creating and managing user accounts in the EASA online learning platform (ELG) and Exam Developer (tool), as well as to monitor the participation of trainees and experts, and generate certificates of completion of attendance.
8.	Description of categories of persons whose data EASA processes and list of data categories	EASA processes the following data: <ul style="list-style-type: none">• Expert question writers<ul style="list-style-type: none">○ name, CV, contact details;○ bank details• Expert reviewers<ul style="list-style-type: none">○ Name, CV, contact details• ECQB and CTIG Focal Points<ul style="list-style-type: none">○ Name and contact details
9.	Time limit for keeping the data	Collected personal data are recorded and stored for 6 years. According to EASA records retention policy list (LI.IMS.00025). The username is kept for indefinite period to insure functionality of the exam developer tool.
10.	Recipients of the data	EASA Technical Training and ECQB section staff



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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 are kept on shared folders with limited access to EASA Technical Training and ECQB section Staff, as well as ELG/Exam developer tools administrators. ELG tool and Exam Developer tool data contains security settings to limit the access to the system administrators.
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.