



European Union Aviation Safety Agency

FO Personal data processing records and compliance checklist - Public	Ref # 074
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Nr.	Item	Explanation
SEPIAC (Shared Electronic Platform for Initial Airworthiness Certification)		
1.	Last update of this record	14.01.2020
2.	Reference number	074
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: SEPIAC Project Manager - sepiac-support@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)	Platform is hosted by CANCOM (cloud service provider), both data centres are located in Hamburg. They are not involved in the data processing, nevertheless they can have administrative access - service.cloudbroker.eu@cancom.com
7.	Purpose of the processing	The purpose of processing personal data is to support EASA in complying with its mandate according to Part 21 Subpart B,D and E. I.e platform for exchange of information with regard to certification of products & parts
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: EASA Staff, Certification Service Provider staff (National Aviation Authorities and Qualified Entities), Applicants Categories of personal data processed: name, surname, email address and employer.
9.	Time limit for keeping the data	Personal data is recorded and stored as long as the corresponding documents are stored in compliance with the administration retention plan





10.	Recipients of the data	EASA staff members on a need to know basis and CANCOM Administrators have access to the data for all the users. Other external Administrators (at organization level) have only access to the information concerning their organization.
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.	SEPIAC data is stored electronically in systems with controlled access for authorised personnel only. Access basis is secured by standard EASA IT security practices.
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 privacy statement.





PRIVACY STATEMENT

[SEPIAC] [Ref #074]

1. What personal data do we collect?

Name, Surname, email address and employer.

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

The purpose of processing personal data is to support EASA in complying with its mandate according to Part 21 Subpart B,D and E. I.e platform for exchange of information with regard to certification of products & parts

The processing is based on Article 5(1)(a) and recital 22 of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data:

- *'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body'*
- *'Processing of personal data for the performance of tasks carried out in the public interest by the Union institutions and bodies includes the processing of personal data necessary for the management and functioning of those institutions and bodies.'*

The processing is also based on:





- Article 75 of Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency, which relates to the establishment and functions of EASA;
- Part 21 Subpart B,D and E, . I.e platform for exchange of information with regard to certification of products & parts.

3. Who may receive your personal data?

EASA staff members on a need to know basis and CANCOM Administrators have access to the data for all the users.

Other external Administrators (at organization level) have only access to the information concerning their organization.

Your personal data may be further processed for archiving purposes in the public interest and subject to appropriate safeguards.

4. How long are your personal data kept?

Personal data is recorded and stored as long as the corresponding documents are stored in compliance with the administration retention plan

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 shall also ensure the confidentiality of electronic communications.

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

EASA shall 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: sepiac-support@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.

