



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref #	083
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Nr.	Item	Explanation
Access to Documents requests		
1.	Last update of this record	13/12/2021
2.	Reference number	083
Part 1 - Article 31 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: Head of Legal & Procurement department <i>lex@easa.europa.eu</i>
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)	<i>EWORX S.A.</i> gdpr@eworx.gr
7.	Purpose of the processing	The purpose of the processing is to ensure the appropriate handling of requests for access to documents under Regulation 1049/2001.
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: - Any natural person or any individual acting on behalf of a legal person who submits a request for access to documents;



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		<ul style="list-style-type: none">- Any natural person whose identity appears on the documents requested. This could include personal data about EASA staff, staff of other EU institutions or personal data of other individuals. <p>Categories of personal data processed:</p> <ul style="list-style-type: none">- Name and contact details of the person requesting the documents;- Any personal data contained in documents and files covered by the scope of the request;- Proof of eligibility to request access to documents in accordance with Article 2 of Regulation (EU) 2018/1725 (ex: ID card, permit of residence in the EU, etc.).
9.	Time limit for keeping the data	The file will be stored by EASA for a maximum of ten years after the closure of the case, or as long as or if EASA is under a legal obligation to do so. Personal data received to confirm eligibility to apply to access to documents will be immediately deleted after confirmation.
10.	Recipients of the data	Personal data submitted by the applicants are not disclosed outside EASA. Personal data that appear on the requested document may be disclosed to the applicant following an assessment under Article 9(1)(b) of the Regulation (EC) 1049/2001.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	n/a
12.	General description of security measures, where possible.	Limited number of staff are involved on a need-to-know basis when handling a request. Access to documents requests is requested to be submitted through EASA platform.
13.	For more information, including how to exercise your rights to access, rectification, object and	Privacy statement below



European Union Aviation Safety Agency

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Nr.	Item	Explanation
	data portability (where applicable), see the below privacy statement.	



PRIVACY STATEMENT

ACCESS TO DOCUMENTS [Ref # 083]

1. What personal data do we collect?

EASA processes the name and the contact details of the person requesting the documents and any other personal data submitted by the applicant in the request such as proof of eligibility to request documents in accordance with Article 2 of Regulation (EC) 1049/2001 (ex: ID, permit of residence in the EU, etc). In addition, EASA processes any personal data that may appear in the requested documents.

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

The purpose of the processing activity is to ensure the appropriate handling of requests for public access to documents under Regulation (EC) No 1049/2001¹. Such requests may be lodged by any citizen of the European Union and any natural or legal person residing or having its registered office in a Member State. For the purposes of the Regulation 1049/2001, EASA will send acknowledgement of receipts, analyse requests, assess possible disclosure of documents originating from EASA or third parties, inform the applicants of the decision to disclose or to refuse the disclosure of documents or information and handle possible confirmatory applications.

In this regard, we process your personal data based on Article 5(1)(a) and (b) of Regulation (EU) 2018/1725 of the European Parliament and of the Council 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (hereinafter “the Regulation”) and in accordance with Regulation (EC) No 1049/2001.

¹ Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref #	083
--	-------	-----

3. Who may receive your personal data?

EASA staff members dealing with the request will have access to the case file containing your personal data on a need-to-know basis. Your personal data are not disclosed outside the EASA. Personal data that appear on the requested document may be disclosed to the applicant with an erga omnes effect following an assessment under Article 9(1)(b) of Regulation (EU) 2018/1725.

4. How long are your personal data kept?

EASA stores the case file including your personal data electronically for a maximum of ten years after the closure of the case, or as long as EASA is under a legal obligation to do so.

Personal data submitted as proof of eligibility are immediately deleted after the edibility is confirmed.

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

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.



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref #	083
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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: dpo@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.