



Personal data processing records and compliance checklist - Public	Ref # 089 V01 Expenditure Management
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Nr.	Item	Explanation
	Expenditure Management	
1.	Last update of this record	20/11/2024
2.	Reference number	089 V01
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: Head of Finance Department accounts.payable@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)	ERP System: SAP Belgium S.A./N.V. Avenue des Olympiades 2 Olympiadenlaan 1140 Brussels, Belgium
7.	Purpose of the processing	<p>The purpose of the personal data processing is to facilitate the activities of Expenditure Management. The overall principles of which are aimed at governing the expenditure process established by the Financial Regulation (Financial Regulation of the Agency) of the European Union Aviation Safety Agency (the Agency).</p> <p>According to Article 45 of the Agency’s Financial Regulation, the Authorising Officer is responsible for implementing revenue and expenditure in accordance with the principle of sound financial management, including through ensuring reporting on performance and for ensuring compliance with the requirements of legality and regularity and equal treatment of recipients of Union funds. In addition, to implement expenditure, the Authorising Officer</p>





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		shall make budgetary and legal commitments, shall validate expenditure and authorise payments and shall undertake the preliminary steps for the implementation of appropriations. To substantiate commitments and payments, the Agency may also process personal data contained in supporting documents as required under the Financial Regulation. This data is only processed for verification purposes (e.g. timesheets, train tickets, etc.).
8.	Description of categories of persons whose data are processed by EASA and list of personal data categories	Master data is kept and maintained in SAP for all the Vendors. The master data includes the vendor's name, tax and legal code, the physical addresses, the phone numbers, email address, (in some cases) curriculum vitae, the bank and payment coordinates and the contact references (including organisational position). This information could refer directly to an individual, e.g., the contact person or when the vendor is a natural person. Supporting documents containing in some cases personal data (e.g. timesheets, travel tickets, etc.) may be associated to the payment transactions in the ERP for audit trail purposes.
9.	Time limit for keeping the data	Data is retained as long as is required to discharge the Agency's responsibilities. WI.IMS.00072 currently states paper files are kept for 10 years. Information contained in the ERP system is not removed or deleted. Access to data older than 10 years is subject to further access restrictions linked to specific user profiles.
10.	Recipients of the data	Agency staff involved in the process, Community institutions or bodies with supervisory or audit responsibilities over the Agency's financial activities such as the Internal Audit Services of the Commission and the European Court of Auditors. External auditors & consultants supporting the expenditure process may also receive this data, limited to financial information and contact information.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	Data are not transferred to Third Countries or international Organisations, with the exceptions of Audit organisations for their statutory services, and ruled by confidentiality agreements.





12.	General description of security measures, where possible.	Electronic formats are held in the EASA filing system and/or the Enterprise Resource Planning system, which are protected by network security measures. Access to EASA files and ERP is restricted to staff members involved in the process only and based on specific user profiles. These documents are kept in a secured drive, accessible only by staff directly involved in the management of the respective files.
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

Expenditure Management [Record 089 V01] [PR.EXPOP.00001 and PR.EXPOP.00002]

1. What personal data do we collect?

For those parties below listed, the vendor's name, tax and legal code, the physical addresses, the phone numbers, e-mail address, the bank and payment coordinates, the contact references (including organisational position) are collected at the time of creation of the supplier master data and are used to deliver the Expenditure Management Process.

When the parties are a natural person, a copy of the Passport or ID or in cases curriculum vitae may be requested for identification purposes. These documents are not stored in the ERP system and kept in a secure folder with restricted access to a limited number of staff involved in the process. Data is consistently updated. Those parties are:

- All vendors of goods and services;
- Staff members as considered vendors in the ERP system;
- External experts to whom the Agency reimburses expenses for participating in the Agency activities

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

The purpose of the personal data processing is to process finance documents (payroll, commitments, payments) for all the services provided by the Agency in the remit of its activities under:

- The Regulation 2018/1139 of the European Parliament and Council and Commission Regulation 319/2014;
- The Regulation 2018/1046 of the European Parliament and of the Council - Framework Financial Regulation;
- The EASA Management Board Decision 16-2019 – EASA Financial Regulation.





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3. Who may receive your personal data?

Agency staff involved in the Expenditure Management process, Community institutions or bodies with supervisory or audit responsibilities over the Agency's financial activities such as the Internal Audits Services of the Commission and the European Court of Auditors. Finally, Auditors & consultants supporting the revenue process.

4. How long are your personal data kept?

Data is retained as long as is required to discharge the Agency's responsibilities. WI.IMS.00072 currently states paper files are kept for 10 years. Information contained in the ERP system is not removed or deleted. Access to data older than 10 years is subject to further access restrictions linked to specific user profiles.

5. What are your rights?

You have the right to request from EASA access to and rectification of your personal data or restriction of processing.

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.

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: accounts.payable@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.

