



Privacy statement

Processing of personal data on the occasion of Procurement and contracts

Personal data will be processed in accordance with 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Purpose:

The purpose of the personal data processing is:

- Evaluating the eligibility of economic operators and other tenderers / candidates (natural and legal persons) to participate in public procurement procedures and to be awarded procurement contracts in accordance with exclusion and selection criteria and award criteria as defined in the Financial Regulation; as well as during contract implementation
- Registering on the list of vendors any interested parties (natural and legal persons)
- Registering experts who apply for the Database of Independent External Experts under a Call of Expression of Interest (CEI)

Personal data collected and further processed:

- Data relating to tenderers, candidates, or vendors (legal persons or individual economic operators):
 - Identification and contact details (official name, official legal form, abbreviation, name and first name if individual economic operators, place of registration, date of registration, VAT registration number, address, phone number, fax number, e-mail address, identity card number, date of birth, country of birth;
 - Proof of an independent worker status (if applicable) and extract from trade register, bank certificate stating his/her financial situation, bank account number and bank's name;
 - Statement of the overall turnover for the supplies and/or services referred to in the procurement procedure;
 - Organisational chart of the tenderer and company profile;
 - Proof of having fulfilled all obligations to pay social-security contributions and taxes;
 - Certificate of clean criminal record or extract of judicial record (for individual economic operators)
 - Extract from the register of bankruptcy and reorganisation procedures or extract from the register of debt regulations or a certificate given by a creditor, as applicable;
 - Documents attesting professional standing (curriculum vitae, copies of diplomas certificates, references regarding professional activities);
 - List of similar services provided by the tenderer and information on contracts considered similar in scope;
 - Information as to absence of conflict of interest.
- Data relating to staff members of tenderers, candidates, vendors participating in the procurement procedure or experts applying for the Call of Expression of Interest (CEI):
 - Identification and contact details (name, first name, family name, function, e-mail address, business telephone number, mobile phone number, fax number, postal address, company and department, country of residence, internet address);



- Other data contained in the CV's (expertise, technical skills, educational background, languages, professional experience including details on current and past employment), case by case a picture might be attached to the CV (although not requested);
 - Extracts from judicial records and for high-value contracts before the award of the contract;
 - Declaration of honour of the authorised representative that they are not in one of the exclusion situations referred in Articles 136 of the Financial Regulations;
 - Data contained in the Declaration on absence of conflict of interest.
- Data relating to the tenderers', candidates', or vendor's subcontractors and/or consortium members:
- Identification and contact details (official name, official legal form, address, VAT registration form);
 - Exceptionally (i.e. in case payments are to be made on consortium members' account): financial identification form (account name, address, city, country, bank name, branch address, account number, IBAN, name under which the account is opened and the telephone number, email address and fax number of the person concerned);
 - Data contained in the Declaration on exclusion criteria and absence of conflict of interest;
 - Data contained in the documents providing the economic/financial and technical /professional capacity of the contractor, including data contained in CVs of any subcontractors' staff (expertise, technical skills, educational background, languages, professional experience including details on current and past employment); case by case a picture might be attached to the CV (although not requested);
 - Data contained in the Tender Submission Form, guaranteeing the eligibility of the subcontractor(s) for the parts of the services for which the intention to sub-contract in the Technical Proposal is stated).
- Data relating to staff members of the Agency
- Declaration of absence of conflict of interest and impartiality (to be signed by Opening and Evaluation Committee members).
- Additional categories of personal data
- Data relating to suspected offences, offences, criminal convictions or security measures (e.g. police certificates)
 - Data in the form of personal identification numbers
 - Concerning the data subject's private sphere (e.g. CV)
 - Concerning contracts
 - Concerning the data subject's career
 - Concerning missions and journeys
 - Concerning Social Security
 - Concerning telephone numbers and communications
 - Data being used to evaluate personal aspects of data subjects (ability efficiency, conduct)
 - Other

Data controller:

European Aviation Safety Agency, Konrad-Adenauer-Ufer 3, 50668 Cologne, Germany
Contact: Deputy Head of Finance & Procurement Department / Accounting Officer
tenders@easa.europa.eu

Recipients of personal data:

- Specific or selected staff of the Agency (Procurement team, Finance team, Opening and Evaluation Committee members, Contract Managers, Auditors, Operational Initiating and Verifying Agents, Authoring Officers) and the legal department and further hierarchy (if appropriate);



- Exceptionally external experts involved in a procedure/contract (e.g. during an evaluation or for contract management)
- Potentially staff members of tenderers participating in the procurement procedure (only related to data of such tenderers' staff)

Data retention:

Collected personal data are recorded and stored as long as

- **Successful tenderers:** documents relating to tender procedures or to the management of contracts are archived for ten years following signature of the contract or following the last payment, respectively;
- **Unsuccessful tenderers or candidates:** Tenders and requests to participate are kept for five years following signature of the contract.
- After this period has elapsed, the documents are to be destroyed.

Contact & exercise of rights:

Should you require further information concerning the processing of your personal data or exercise your rights (e.g. access or rectify any inaccurate or incomplete data), please contact the Data Controller.

Recourse:

Data subjects have at any time the right to make a complaint regarding the processing of their personal data to [the European Data Protection Supervisor](#).