



## PRIVACY STATEMENT

### Revenue Management [Record 087]

### [PR.REVOP.00094]

#### 1. What personal data do we collect?

For those parties below listed, the debtors' 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 customer master data and are used to deliver the Revenue Management Process. When the parties are a natural person, a copy of the Passport or ID 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:

- The owner of the certificate/service (Sold-to party);
- The payer of the certificate/service (Bill-to party);
- The receiver of the certificate/service (Ship-to party);

To substantiate its invoices the Agency may also process personal data contained in supporting documents as required under the Fees & Charges Regulation. This data is only processed for verification purposes and deleted once validated.

#### 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 (invoices, credit notes, reminders) 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 Commission Implementing Regulation (EU) 2019/2153 of 16 December 2019 - Fees and Charges;
- 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.





Personal data processing records and compliance checklist - Public	Ref # 087 Revenue Management
--	---------------------------------

**3. Who may receive your personal data?**

Agency staff involved in the Revenue 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.receivable@easa.europa.eu](mailto:accounts.receivable@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](mailto:dpo@easa.europa.eu)) or with the European Data Protection Supervisor: [edps@edps.europa.eu](mailto:edps@edps.europa.eu).

