



FO Personal data processing records and compliance checklist - Public	015 Standardisation qualified inspectors Database (STD competence management tool)
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PRIVACY STATEMENT

Standardisation qualified inspectors Database (STD competence management tool) 015V1

1. What personal data do we collect?

Categories of persons whose data are processed by EASA:

EASA Staff assigned to perform standardisation inspections

NAA staff assigned to perform standardisation inspections by EASA

Categories of personal data processed:

- ✓ full name
- ✓ professional contact details (e.g. email, phone number, mobile phone number)
- ✓ details regarding their training (e.g. type of training, duration, organization providing the training)
- ✓ qualifications
- ✓ work experience (organisation, duration of employment, position, tasks)
- ✓ Last inspection performed on behalf of EASA

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

The purpose of this process is to collect proof of inspector's qualifications and manage the data overview in order to be authorised by EASA as Inspection Team Leaders or Team members on standardisation inspections.

Information is collected and processed regarding relevant EASA staff and NAA inspectors' qualifications and expertise in order for them to be authorised by EASA so as to take part in Standardisation Inspections and to fully exercise the investigation powers associated with the role of Inspection Team Member.





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Legal basis:

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, and amending Regulations (EC) No 2111/2005, (EC) No 1008/2008, (EU) No 996/2010, (EU) No 376/2014 and Directives 2014/30/EU and 2014/53/EU of the European Parliament and of the Council, and repealing Regulations (EC) No 552/2004 and (EC) No 216/2008 of the European Parliament and of the Council and Council Regulation (EEC) No 3922/91

Commission Implementing Regulation (EU) No 628/2013 of 28 June 2013 on working methods of the European Aviation Safety Agency for conducting standardisation inspections and for monitoring the application of the rules of Regulation (EC) No 216/2008 of the European Parliament and of the Council and repealing Commission Regulation (EC) No 736/2006

3. Who may receive your personal data?

The EASA staff members designated within each EASA Standardisation Section will collect the above mentioned data, without prejudice to a possible transfer to bodies in charge of a monitoring, auditing or inspection function in accordance with European Union legislation.

4. How long are your personal data kept?

Data and associated documents are retained in accordance with work instruction WI.IMS.00132-001 "Management of Standardisation Documents and Records":

Records of the Competence management tool, as well as related subfolders are deleted in case the Inspector is no longer employed by EASA/NCA for standardisation inspections for the last 15 years.

On an annual basis, the Flight Standards Director's Office (FS.0.1), in coordination with the respective SCAs, performs a review of existing documents and folders to establish a list of documents that are exceeding the retention period mentioned above. Data and documents tagged "to delete" are deleted premenantly.

5. What are your rights?





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You have the right to request from EASA access to and rectification or erasure 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: Principal Coordinator for Standardisation

To exercise the mentioned rights, you can contact the controller by sending an email to: GDG-DL-FS-PRINCIPALS@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.

