

## European Union Aviation Safety Agency



FO Personal data processing records and compliance checklist - Public	015 Standardisation qualified inspectors Database (STD competence management tool)
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Nr.	Item	Explanation
<b>Standardisation qualified inspectors database (STD competence management tool)</b>		
1.	Last update of this record	21/08/2023
2.	Reference number	015 V1
<b>Part 1 – Article 31 of Regulation (EU) 2018/1725 - Record (recommendation: Publicly available)</b>		
3.	Name and contact details of the controller and of the staff member responsible	Controller: European Union Aviation Safety Agency (EASA)  Staff member responsible: Principal Coordinator for Standardisation contact: GDG-DL-FS-PRINCIPALS@easa.europa.eu
4.	Name and contact details of DPO	<a href="mailto:dpo@easa.europa.eu">dpo@easa.europa.eu</a>
5.	Name and contact details of joint controller (where applicable)	N/A
6.	Name and contact details of processor (where applicable)	N/A
7.	Purpose of the processing	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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8.	Description of categories of persons whose data are processed by EASA and list of personal data categories	<p><b>Categories of persons whose data are processed by EASA:</b> EASA Staff assigned to perform standardisation inspections NAA staff assigned to perform standardisation inspections by EASA</p> <p><b>Categories of personal data processed:</b></p> <ul style="list-style-type: none"> <li>✓ full name</li> <li>✓ professional contact details ( e.g. email, phone number, mobile phone number)</li> <li>✓ details regarding their training (e.g. type of training, duration, organization providing the training)</li> <li>✓ qualifications</li> <li>✓ work experience (organisation, duration of employment, position, tasks)</li> <li>✓ Last inspection performed on behalf of EASA</li> </ul>
9.	Time limit for keeping the data	<p>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.</p> <p>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 permanently.</p>
10.	Recipients of the 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.
11.	Are there any transfers of personal data to third countries or international	N/A





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	organisations? If so, to which ones and with which safeguards?	
12.	General description of security measures, where possible.	Security, integrity and confidentiality related measures are implemented in accordance with the work instruction WI.IMS.00132-001 "Management of Standardisation Documents and Records and associated IT security processes as applicable.
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 Notice

