



European Union Aviation Safety Agency

FO Personal data processing records and compliance checklist - Public

Ref 16 Standardisation inspections database (IDB)

Nr.	Item	Explanation
Standardisation qualified inspectors database (IDB)		
1.	Last update of this record	21/08/2023
2.	Reference number	016 V1
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: Principal Coordinator for Standardisation contact: GDG-DL-FS-PRINCIPALS@easa.europa.eu
4.	Name and contact details of DPO	dpo@easa.europa.eu
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 processing results from the standardisation process performed by the competent authorities, in order to follow-up up and close the nonconformities identified during the review/audit visit to the audited/inspected NAAs/operators.
8.	Description of categories of persons whose data are processed by EASA and list of personal data categories	Categories of persons whose data are processed by EASA: National standardisation coordinators and Technical Focal Points of the competent authorities Standardisation Team responsible for the Audit Categories of personal data processed: ✓ Name





		<ul style="list-style-type: none">✓ professional contact details (e.g. email, phone number, mobile phone number)✓ Position in the organization and/or role in within the standardisation audit team <p>Exceptionally, the storage of evidence of nonconformities which may include personal data of certain data subjects shall be required. IDB does not enable to attach documents or evidence and personal data might only be kept temporary in dedicated and secured drives with restricted access.</p>
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”:</p> <p>Inspection related evidence and documents received from the NCA, as well as all working documents are deleted no later than 15 years after the inspection date, unless actions are still open.</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	<p>The standardisation team leader, as data collector, 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.</p>
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	N/A
12.	General description of security measures, where possible.	<p>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.</p>





FO Personal data processing records and compliance checklist - Public	Ref 16 Standardisation inspections database (IDB)
---	---

		Data and evidence is electronically stored with restricted access, on the basis of security settings associated to roles and organisational profiles. Access to the files and documents is restricted to EASA standardisation personnel only.
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

