



Nr.	Item	Explanation
Certification Tool		
1.	Last update of this record	15.06.2026
2.	Reference number	107
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: CT Business Owner (certification.platform@easa.europa.eu)
4.	Name and contact details of DPO	dpo@easa.europa.eu
5.	Name and contact details of joint controller (where applicable)	Not applicable
6.	Name and contact details of processor (where applicable)	a) PEGA systems – www.pega.com/privacy-and-security b) SAP S4 HANA – privacy@sap.com c) Share Point – Microsoft – Data subjects may contact the data protection officer by filling out the webform at https://aka.ms/privacy response and/or Microsoft EU Data Protection Officer by the telephone: +353 (1) 706-3117
7.	Purpose of the processing	The purpose of the personal data processing is to support EASA in complying with its mandate according to: -Art 77 of Regulation (EU) 2018/1139 of the European Parliament -Commission Regulation (EU) No. 748/2012 Annex I (Part 21)





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		Resulting in maintaining record and contact information of persons involved in activities associated to the certification of products and parts.
8.	Description of categories of persons whose data are processed by EASA and list of personal data categories	<p>Categories of persons whose data are processed by EASA: EASA Staff, Certification Service Provider staff (National Aviation Authorities and Qualified Entities), Applicants representatives, Third Country Authority authorized staff.</p> <p>Categories of personal data processed: name, surname, professional contact details (e.g. email address, phone number), digital signature, and employer, activity logs.</p>
9.	Time limit for keeping the data	<p>Personal data such as name, surname, company email address, employer affiliation, and user activity logs are stored as metadata within the Certification Platform. Such data may be retained for the operational lifetime of the certified product where necessary to ensure continued airworthiness, regulatory traceability, accountability of certification decisions, and compliance with applicable aviation safety requirements.</p> <p>The platform retains security and audit logs for up to two years in accordance with EASA security policies. These logs are kept to support security monitoring, incident investigation, and audit requirements. They are not deleted immediately but are removed once the applicable retention period expires</p> <p>The documents (which may contain personal data) classified as Evidence are retained for the operational lifetime of the certified product where necessary to ensure continued airworthiness, regulatory traceability, accountability of certification decisions, and compliance with applicable aviation safety requirements.</p> <p>The documents (which may contain personal data) classified as Records are treated in accordance with the EASA administration retention plan as follow:</p> <ul style="list-style-type: none"> -Administrative Retention Period (ARP): 6 years (after the closure of the project) -action at the end of (ARP): Transfer to Historical Archive for Permanent Preservation





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10.	Recipients of the data	<ul style="list-style-type: none"> - EASA Staff or consultants tasked as part of their responsibilities to work on Certification Platform related activities (e.g. PCM, Experts, Admin Support, IT staff) - National Aviation Authority or Qualified Entities staff, who are tasked as part of their responsibilities to work on Certification Platform related activities on behalf of EASA - Where applicable, staff of 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 organisations? If so, to which ones and with which safeguards?	<p>Transfers to third countries are not envisaged, with the exceptions of Audit organisations such as ICAO for their statutory services and ruled by confidentiality agreements.</p> <p>For validation projects, Personal Data are visible to Third Countries Authorities having a bilateral Agreement in place with EASA to allow them discharging the responsibility of the Primary Certification Authority as established in the relevant Agreement. In such cases the corresponding Bilateral Aviation Safety Agreement is ruling the confidentiality aspects.</p>
12.	General description of security measures, where possible.	<p>General security measure applied:</p> <ul style="list-style-type: none"> ▪ 24/7 security monitoring and Incident Security Management support ▪ CERT-EU alerting and collaboration ▪ 0 Trust modern capabilities usage (e.g. Conditional Access through Office365) ▪ IGA Integrated perspective (Cloud -On prem) based on identity as new perimeter ▪ Support for modern authentication (e.g. Oauth/SAML and Certificate based authentication) ▪ Web Application Firewall ▪ API Gateways Security capabilities (e.g. API rate limiting, scope limitation) ▪ SIEM (cloud and on prem capabilities) ▪ Optional Advanced Threat Protection at server level, HTTPS encryption ▪ Segregation of production, test and development environments at application level
13.	For more information, including how to exercise your rights to access,	See Privacy Statement





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rectification, object and data portability (where applicable), see the below privacy statement.	
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PRIVACY STATEMENT

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1. What personal data do we collect?

Categories of personal data processed: name, surname, contact details (e.g. email address, phone number), digital signature, and employer.

Categories of persons whose data are processed by EASA: name, surname, professional contact details (e.g. email address, phone number), digital signature, and employer, activity logs.

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

The purpose of the personal data processing is to support EASA in complying with its mandate according to:

-Art 77 of Regulation (EU) 2018/1139 of the European Parliament

-Commission Regulation (EU) No. 748/2012 Annex I (Part 21)

Resulting in maintaining record and contact information of persons involved in activities associated to the certification of products and parts.

3. Who may receive your personal data?

- EASA Staff or consultants tasked as part of their responsibilities to work on Certification Platform related activities (e.g. PCM, Experts, Admin Support, IT staff)
- National Aviation Authority or Qualified Entities staff, who are tasked as part of their responsibilities to work on Certification Platform related activities on behalf of EASA
- Where applicable, staff of bodies in charge of a monitoring, auditing or inspection function in accordance with European Union legislation





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4. How long are your personal data kept?

Personal data such as name, surname, company email address, employer affiliation, and user activity logs are stored as metadata within the Certification Platform. Such data may be retained for the operational lifetime of the certified product where necessary to ensure continued airworthiness, regulatory traceability, accountability of certification decisions, and compliance with applicable aviation safety requirements. The documents (which may contain personal data) classified as Records are treated in accordance with the EASA administration retention plan as follow:

- Administrative Retention Period (ARP): 6 years (after the closure of the project)
- action at the end of (ARP): Transfer to Historical Archive for Permanent Preservation

5. What are your rights?

You have the right to request from EASA access to and rectification or erasure of your personal data or restriction of processing. You also have the right to object to processing of your personal data. You also have the right to data portability

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: CT Business Owner (certification.platform@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.

