



Nr.	Item	Explanation
<b>Processing of personal data in the scope of provision of legal advice by the Department responsible for Legal matters</b>		
1.	Last update of this record	19.03.2026
2.	Reference number	103
<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: Head of the Department responsible for Legal matters Contact: <a href="mailto:lex@easa.europa.eu">lex@easa.europa.eu</a>
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)	Not applicable
6.	Name and contact details of processor (where applicable)	a) PEGA Systems inc.; <a href="http://www.pega.com/privacy-and-security">www.pega.com/privacy-and-security</a> b) MS SharePoint. Share Point – Microsoft – <i>Data subjects may contact the data protection officer by filling out the webform at <a href="https://aka.ms/privacyresponse">https://aka.ms/privacyresponse</a> and/or Microsoft EU Data Protection Officer by the telephone: +353 (1) 706-3117</i>
7.	Purpose of the processing	Personal data is processed to support the provision of legal advice by the Department responsible for legal matters (LD) (whether to internal staff members and management or to external stakeholders).





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:</p> <ul style="list-style-type: none"><li>• Staff members (incl. temporary, contract)</li><li>• External staff (e.g. seconded national experts, interims, consultants)</li><li>• Any individual exchanging information with EASA or referenced in documents drafted or received by EASA.</li></ul> <p>Categories of personal data processed:</p> <ul style="list-style-type: none"><li>• Personal and professional contact details (name, organizational unit, telephone number, e-mail, etc.)</li><li>• Financial-related data (bank account, salary, etc.);</li><li>• HR-related data (CV, declaration of interest, outside activities, post-employment activities, individual rights, etc.);</li><li>• Special categories of personal data (medical data, affiliation to unions, etc.);</li><li>• Any other kind of personal data in free text and in the document attachments.</li></ul>
9.	Time limit for keeping the data	<p>The personal data is stored and processed for a period in accordance with EASA's Record Retention List. The administrative retention period for:</p> <ol style="list-style-type: none"><li>a) Preventive verification measures documents is 10 years;</li><li>b) Complaints, procedures of serious wrongdoings, investigations and court cases documents is 5 years.</li></ol>
10.	Recipients of the data	<p>EASA authorised staff involved in the process of providing legal advice on a need-to-know basis.</p> <p>The Legal Advice Portal application uses role-based permissions to assign the different level of access rights to master, reference, and transaction data, as well as electronic document files. The document files are saved in a secure on-site SharePoint site.</p> <p>There are four types of roles for application users:</p> <ol style="list-style-type: none"><li>1. Basic user: The user can submit requests and has access only to his/her request's data. Access to documents is only done through the application and not directly to the file repository.</li><li>2. Legal user: Can access the data and documents of the cases he/she handles.</li></ol>





		<p>3. Legal Super user: This user has delegated rights to perform configuration changes. Has access to all data of the application and the in the document repository.</p> <p>4. Administrator: EASA’s and external collaborators’ technical personnel developing and supporting the application. The sub-contractors provide their services through FwC and have signed NDAs.</p> <p>EASA may also share personal data with other EU bodies or other third-parties within the EU (e.g. Internal Audit Service, European Ombudsman, EU Court of Justice, European Data Protection Supervisor, European Public Prosecutor’s Office, European Court of Auditors) when EASA is required to do so by law, including for monitoring, auditing or inspection purposes 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?	No
12.	General description of security measures, where possible.	<p>Electronic data is stored with restricted access. Security roles are linked with personnel profiles.</p> <p>In the case of data processed by means of the Legal Advice Portal requesters’ personal data and case system / log data is stored and processed in the Pega cloud and in their data centres. Requests’ files and documents are stored outside Pega platform in a dedicated Microsoft SharePoint site.</p> <p>Paper files are stored in secured locked cabinets only accessible via key by authorised personnel of the LD.</p>
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 statement.





## PRIVACY STATEMENT

### *Processing of personal data in the scope of provision of legal advice by the Department responsible for Legal matters Ref 103*

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

- Personal and professional contact details (name, organizational unit, telephone number, e-mail, etc.)
- Financial-related data (bank account, salary, etc.);
- HR-related data (CV, declaration of interest, outside activities, post-employment activities, individual rights, etc.);
- Special categories of personal data (medical data, affiliation to unions, etc.);
- Any other kind of personal data in free text and in the document attachments.

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

Personal data is processed to support the provision of legal advice by the Department responsible for legal matters (LD) (whether to internal staff members and management or to external stakeholders).

Legal basis: Article 5(a) of Regulation (EU) 2018/1725 => (a) necessary for performance of tasks in the public interest assigned by Union legislation (a2) (a) as per recital 22, second sentence and, Article 75 of Regulation (EU) 2018/1139





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

EASA authorised staff involved in the process of providing legal advice on a need-to-know basis

EASA may also share personal data with other EU bodies or other third-parties within the EU (e.g. Internal Audit Service, European Ombudsman, EU Court of Justice, European Data Protection Supervisor, European Public Prosecutor's Office, European Court of Auditors) when EASA is required to do so by law, including for monitoring, auditing or inspection purposes in accordance with European Union legislation.

### 4. How long are your personal data kept?

The personal data is stored and processed for a period in accordance with EASA's Record Retention List.

The administrative retention period for:

- a) Preventive verification measures documents is 10 years;
- b) Complaints, procedures of serious wrongdoings, investigations and court cases documents is 5 years.

### 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.

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, considering 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?**

Controller: European Union Aviation Safety Agency (EASA)

Staff member responsible: Head of the Department responsible for Legal matters

To exercise the mentioned rights, you can contact the controller by sending an email to: [lex@easa.europa.eu](mailto:lex@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)

