



Nr.	Item	Explanation
Processing of personal data in the scope of the Organisation approval and oversight processes		
1.	Last update of this record	05/01/2026
2.	Reference number	027 v.2.
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 – Organisation Approvals Contact: oatool-support@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 – <i>Data subjects may contact the data protection officer by filling out the webform at https://aka.ms/privacyresponse and/or Microsoft EU Data Protection Officer by the telephone: +353 (1) 706-3117</i> d) Intellex Systems Limited – until its decommissioning – legal@intelex.com
7.	Purpose of the processing	The purpose of the personal data processing in the Organisation approval and oversight processes is to record and maintain information on one or more persons designated as responsible for ensuring that the organisation continuously complies with all applicable regulatory requirements, and to maintain a contact list for the exchange of relevant information.





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		<p>The processing is carried out to issue and maintain organisation approvals in accordance with Regulation (EU) 2018/1139 of the European Parliament and of the Council, as well as the corresponding implementing acts:</p> <p>AeMC Commission Regulation (EU) No 1178/2011 and and Commission Regulation (EU) 2015/340 AOA Commission Implementing Regulation (EU) 2017/373 and Commission Implementing Regulation (EU) No 923/2012 AOC Commission Regulation (EU) No 965/2012 and Commission Regulation (EU) 2018/1139 ATCO TO Regulation (EU) 2015/340 ATO Commission Regulation (EU) No 1178/2011 CAMO Commission Regulation (EU) No 1321/2014, as amended DOA Commission Regulation (EU) No. 748/2012 Annex I DPO Commission Implementing Regulation (EU) 2023/1769 and Commission Delegated Regulation (EU) 2023/1768 FSTD Commission Regulation (EU) No 1178/2011 FSTD0 Commission Regulation (EU) No 1178/2011 MOA Commission Regulation (EU) No 1321/2014, as amended MTOA Commission Regulation (EU) No 1321/2014, as amended POA Commission Regulation (EU) No. 748/2012 Annex I</p>
8.	Description of categories of persons whose data are processed by EASA and list of personal data categories	<p>The type of data collected regarding the nominated personnel with the responsibility of ensuring that the organisation always complies with the applicable requirements include:</p> <ul style="list-style-type: none"> - Full name - Office contact details (telephone number, e-mail, fax, etc.) - Qualification and experience as required by the implementing acts listed above.
9.	Time limit for keeping the data	All relevant personal data collected shall be stored and processed for a period of 6 years after the action and transferred to archive afterwards. The personal data will be kept in line with Articles 4 and 13 of the EUDPR.
10.	Recipients of the data	<ul style="list-style-type: none"> - EASA Staff or consultants tasked as part of their responsibilities to work on Organisation Approvals related activities (e.g. inspectors, support and IT staff)





		<ul style="list-style-type: none">- National Aviation Authority or Qualified Entities staff, who are tasked as part of their responsibilities to work on Organisation Approvals related activities (e.g. inspectors and support staff)- 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?	Transfers to third countries are not envisaged. Data are not transferred to Third Countries of international organisations, with the exceptions of Audit organisations such as ICAO for their statutory services and ruled by confidentiality agreements.
12.	General description of security measures, where possible.	Data is electronically stored with restricted access. Access rights and permissions are role-based. Additionally, the EASA Organisation Approvals Tool and the associated web applications will Secure Sockets Layer (SSL), for securing confidential client/server communication as e.g. logins or submission of personal data and other security related even
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

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1. What personal data do we collect?

The type of data collected regarding the nominated personnel with the responsibility of ensuring that the organization complies with the applicable requirements include:

- Full name
- Office contact details (telephone number, e-mail, fax, etc.)
- Qualification and experience as required by the implementing acts listed above.

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

The purpose of the personal data processing in the Organisation approval and oversight process is to record and maintain information on one or more persons designated as responsible for ensuring that the organisation continuously complies with all applicable regulatory requirements, and to maintain a contact list for the exchange of relevant information.

The processing is carried out to issue and maintain organisation approvals in accordance with Regulation (EU) 2018/1139 of the European Parliament and of the Council, as well as the corresponding implementing acts:

AeMC	Commission Regulation (EU) No 1178/2011 and and Commission Regulation (EU) 2015/340
AOA	Commission Implementing Regulation (EU) 2017/373 and Commission Implementing Regulation (EU) No 923/2012
AOC	Commission Regulation (EU) No 965/2012 and Commission Regulation (EU) 2018/1139
ATCO TO	Regulation (EU) 2015/340
ATO	Commission Regulation (EU) No 1178/2011
CAMO	Commission Regulation (EU) No 1321/2014, as amended
DOA	Commission Regulation (EU) No. 748/2012 Annex I





DPO	Commission Implementing Regulation (EU) 2023/1769 and Commission Delegated Regulation (EU) 2023/1768
FSTD	Commission Regulation (EU) No 1178/2011
FSTD0	Commission Regulation (EU) No 1178/2011
MOA	Commission Regulation (EU) No 1321/2014, as amended
MTOA	Commission Regulation (EU) No 1321/2014, as amended
POA	Commission Regulation (EU) No. 748/2012 Annex I

3. Who may receive your personal data?

- EASA Staff or consultants tasked as part of their responsibilities to work on Organisation Approvals related activities (e.g. inspectors, support and IT staff)
- National Aviation Authority or Qualified Entities staff, who are tasked as part of their responsibilities to work on Organisation Approvals related activities (e.g. inspectors and support staff)
- Where applicable, staff of bodies in charge of a monitoring, auditing or inspection function in accordance with European Union legislation

4. How long are your personal data kept?

All relevant personal data collected shall be stored and processed for a period of 6 years after the action and transferred to archive afterwards. The personal data will be kept in line with Articles 4 and 13 of the EUDPR.

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?





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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: ootool-support@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.

