

*(To be filled out in the EDPS' office)*

**REGISTER NUMBER: 1180**

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**NOTIFICATION FOR PRIOR CHECKING**

**DATE OF SUBMISSION: 31/10/2013**

**CASE NUMBER: 2013-1222**

**INSTITUTION: EASA**

**LEGAL BASIS: ARTICLE 27-5 OF THE REGULATION CE N° 45/2001<sup>(1)</sup>**

**INFORMATION TO BE GIVEN<sup>2</sup>**

1/ NAME AND ADDRESS OF THE CONTROLLER

EASA, Ottoplatz 1, 50677 Köln, Germany.

The appointed controller in charge of the processing is the head of section of personnel administration

2/ ORGANISATIONAL PARTS OF THE INSTITUTION OR BODY ENTRUSTED WITH THE PROCESSING OF PERSONAL DATA

Section of Personnel Administration

3/ NAME OF THE PROCESSING

Establishment of individual entitlements of staff members.

4/ PURPOSE OR PURPOSES OF THE PROCESSING

This processing has the purpose to establish the individual rights and entitlements connected with the contract of employment and manage the administrative status of staff members during their career. This include the establishment of the rights and benefits of EASA staff members (from entry into service to termination of service) in accordance with the provisions of the Staff Regulations &

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<sup>1</sup> OJ L 8, 12.01.2001.

<sup>2</sup> **Please attach all necessary backup documents**

CEOS; monitor and follow-up of any changes in the staff members administrative situation during the career (for ex. part-time work, new child, marriage, recognised partnership) which would have a financial impact on their salaries; support staff members with their registration to the Protocol Office and to register their car via the Protocol Office in Bonn.

5/ DESCRIPTION OF THE CATEGORY OR CATEGORIES OF DATA SUBJECTS

EASA staff members (and occasionally their family members).

6/ DESCRIPTION OF THE DATA OR CATEGORIES OF DATA (*including, if applicable, special categories of data (Article 10) and/or origin of data*).

- data revealing racial or ethnic origin (e.g. photos);
- data concerning health (including disabilities): in this context EASA processes "administrative" medical data for the purposes of issuing, for example, the double dependent child allowance in the case of a serious illness of a child or in the case of occupational illness or invalidity of the staff member. it is important to stress that EASA Personnel Administration section has no access to the medical data (nature of the illness or invalidity). data concerning health is provided with a certificate (administrative medical data) indicating the reason why the person should be entitled to an allowance (sickness of the child, invalidity, occupational disease);
- data concerning sex life (e.g. name of partner);
- data in the form of personal identification numbers
- data concerning the data subject's private sphere
- data concerning pay, allowances and bank accounts
- data concerning recruitment and contracts
- data concerning the data subject's family
- data concerning the data subject's career
- data concerning leave and absences
- data concerning Social Security and pensions
- data concerning expenses and medical benefits

7/ INFORMATION TO BE GIVEN TO DATA SUBJECTS

The data subject is informed about how his/her personal data are processed through a data protection information notice and through the EASA data protection implementing rules.

8/ PROCEDURES TO GRANT RIGHTS OF DATA SUBJECTS

(Rights of access, to rectify, to block, to erase, to object)

This information is detailed in the EASA implementing rules on data protection.

In addition to this, the staff member has the right to have access to its personal file in accordance with Article 26 of the staff regulation

9/ AUTOMATED / MANUAL PROCESSING OPERATION

The processing is entirely manual

10/ STORAGE MEDIA OF DATA

The data are stored in the personal file of the person and in the HR database

11/ LEGAL BASIS AND LAWFULNESS OF THE PROCESSING OPERATION

Staff Regulations: Articles 35 to 42b; 47 to 51; 55 to 56c; 57 to 60; 62, 66 to 71; 74 to 76a); 85; 85a, 110; Annex Iva; Annex V Article 4; Annex VI; Annex VII, Annex X; Annex XIII  
CEOS: Articles 8; 13; 16 to 27; 29 to 30; 45; 47 to 50a; 83; 85 to 87; 91 to 94; 97; 98; 115 to 116; 119

Management Board Decision MB/2/03 on the contracts' duration for Temporary Agents  
ED Decision 2006/02/A on the adoption of implementing rules to the SR  
ED Decision 2007/004/A on the general implementing provisions on the procedures governing the engagement and the use of contract staff  
ED Decision 2011/022/Eon the adoption of implementing rules on leave, parental leave,

12/ THE RECIPIENTS OR CATEGORIES OF RECIPIENT TO WHOM THE DATA MIGHT BE DISCLOSED

EASA Personnel Administration Section staff members, the Executive Director (contracts/amending clause of contracts), PMO (salaries/pension units), JSIS, Medical Service of the Commission or a doctor selected by the Agency, Protocol Office in Bonn for the purposes of the issue of a special ID card and/or a diplomatic Car plate (in this case EASA is not the controller of the data but simply interacts upon request of the staff member and on its behalf, with the Protocol Office in Germany).

If appropriate, access will be given to the Legal Department, to the other EU institutions and bodies entitled to receive such data by law, such as the European Ombudsman, the Court of Auditors, the Civil Service Tribunal, and the European Data Protection Supervisor

13/ RETENTION POLICY OF (CATEGORIES OF) PERSONAL DATA

The majority of the data provided are stored in the staff member personal file and therefore they follow its retention period of 120 years from the date of birth of the staff concerned (retention period

applicable to the personnel file). For other documents and data provided in the framework of this procedure different retention period are applied. For instance Copy of the application of the ID card is kept for a period corresponding to the validity of the ID card (max. 4 years). Copy of the application of car plate is kept until the registration is cancelled. the medical certificates also follow the retention period of 3 years.

13 A/ TIME LIMIT TO BLOCK/ERASE ON JUSTIFIED LEGITIMATE REQUEST FROM THE DATA SUBJECTS

The rules are indicated in the EASA data protection implementing rules

*(Please, specify the time limits for every category, if applicable)*

14/ HISTORICAL, STATISTICAL OR SCIENTIFIC PURPOSES

*If you store data for longer periods than mentioned above, please specify, if applicable, why the data must be kept under a form which permits identification.*

No such process is foreseen

15/ PROPOSED TRANSFERS OF DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

No such transfer is foreseen

16/ THE PROCESSING OPERATION PRESENTS SPECIFIC RISK WHICH JUSTIFIES PRIOR CHECKING *(Please describe):*

AS FORESEEN IN

Article 27.2.(a)

*Processing of data relating to health and to suspected offences, offences, criminal convictions or security measures,*

Article 27.2.(b)

*Processing operations intended to evaluate personal aspects relating to the data subject,*

Article 27.2.(c)

*Processing operations allowing linkages not provided for pursuant to national or Community legislation between data processed for different purposes,*

Article 27.2.(d)

*Processing operations for the purpose of excluding individuals from a right, benefit or contract,*

Other (general concept in Article 27.1)

17/ COMMENTS

PLACE AND DATE: COLOGNE, 31.10.2013

DATA PROTECTION OFFICER: FRANCESCA PAVESI

INSTITUTION OR BODY: EUROPEAN AVIATION SAFETY AGENCY (EASA)