

01 - Name of processing	One-Stop Shop (OSS)
02 - Reference	90
03 - Submission Date	03-05-19
04 - Last update	26-06-20
05a - Controller	BREYNE Thierry
05b - Unit-Sector	Planning and Approvals Delivery Unit
05c - Controller's email	oss.info@era.europa.eu
06 - DPO	DataProtectionOfficer@era.europa.eu 120 Rue Marc Lefrancq, 59300 Valenciennes, France Tel.+33 (0) 32 70 96 500
07 - Name and contact details of joint controller (where applicable)	
08a - Who is actually conducting the processing? (Article 31.1(a))	The data is processed by ERA (responsible unit) itself
08b - Name and contact details of processor (where applicable)	Representatives of IT service provider company "Intrasoft", based in Luxemburg &Representatives of IT service provider consortium "JV CANCOM-PIRONET", based in Belgium, for the purpose of providing the OSS system operation. Contact: oss.info@era.europa.eu
09 - Purpose of processing	The processing of personal data in the OSS is needed to fulfil ERA's, NSAs' and applicants' tasks and to enable the functioning of the OSS. More information on theOSS Terms of Use
10a - Data Subjects	Users of the tool: 1. Natural persons representing an applicant established in and outside the EEA or having rights to access the tool 2. Natural persons representing ERA in the IT tool or having rights to access the tool 3. Natural persons representing National Safety Aturhorities of the EEA+Switzerland or having rights to access the tool

10b - Personal data	The types of data are the following: Family name; Name; Job title or function; Address; E-mail Address(es); Phone number(s); Language(s) spoken; OSS notification preferences; The user activity such as login and logout information attributed to users, content of application file, assessment reports, signatures, opinions, issue log, communication exchange and decisions.
11 - Time limit for keeping the data	Personal information will only be retained in the OSS for a maximum period of:- Vehicle authorisations and Vehicle type authorisations: 15 years;- Single safety certificates: 15 years;- ERTMS trackside approvals: 15 years
12 - Recipients of the data	NSAs, applicants, ERA, IT service provider
13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	Only in the following cases: 1. When an applicant is established outside the EU and/or 2. When an assessor of the NSA is established in Switzerland or EEA state
14 - How is data stored? What are the security measures implemented?	Default systems of ERA
15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice	https://www.era.europa.eu/content/data-protection_en#meeting6
15a - Data subject rights	Right to have access; Right to rectify
16 - Legal Basis	Agency Regulation (EU) 2016/796;

17 - Lawfulness of processing	<p>Yes, see Art. 12 of ERA's Regulation.</p> <p>The above data processing operation is carried out by ERA in accordance with Article 5(a) of Regulation (EC) 2018/1725: "Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body" and by the NSAs in accordance with Article 6(e) of the GDPR: "Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller".</p> <p>OSS IT tool is a B2B transaction, which contains personal data. Decisions are not related to the data subjects but to the enterprises. The purpose of the processing operation is to register the applicants into the OSS system in order to submit and manage applications regarding authorisations for the placing on the market of vehicles and vehicle types and Single safety certificates. The type of data requested from the users is foreseen in EU law.</p>
18 - Data minimisation	Data is adequate (the least necessary possible) and relevant for the task
19 - Accuracy	Only accurate, correct and not misleading data is processed.
20 - Access and other rights of persons whose data is processed	N/A
21 - Special category data	No
22 - DPIA	No need
23 - Link to the Threshold assessment-Risks	
24 - Other related documents	https://www.era.europa.eu/content/data-protection_en#meeting6