

| 01 - Name of processing  | Processing of Personal data in the context of the Review of NIB accident investigation reports.   |
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| 02 - Reference   | 82  |
| 03 - Submission Date   | 16-05-19  |
| 04 - Last update   | 26-11-19  |
| 05a - Controller   | GIGANTINO Anna  |
| 05b - Unit-Sector  | Analysis and Monitoring Unit  |
| 05c - Controller's email   | AOD.aam@era.europa.eu   |
| 06 - DPO   | DataProtectionOfficer@era.europa.eu<br>120 Rue Marc Lefrancq, 59300 Valenciennes, France<br>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)       |   |
| 09 - Purpose of processing   | To set up a Register of Committee members, reviewers and experts to manage the service related to National Investigation Bodies reports analysis. The tool is not intended to be exploited as staff performance tracking and reporting system. Therefore, no use for the Career Development Review (CDR) evaluation is envisaged. |
| 10a - Data Subjects  | Internal: Agency staff in charge of managing the relevant service namely those belonging to the Committee and in charge of reviewing NIB reports.   |
| 10b - Personal data  | The collected data are the following: family name, first name, unit, role ( administrator, reviewer, etc.), area/s of operational expertise, known language/s), enrollment date.  |
| 11 - Time limit for keeping the data                                 | Period of storage: until the staff member participates in the review of NIB accident investigation reports and in the relevant Committee. According to PRO_MRA_004 a revision of personal data related to the Committee/reviewers and expert is performed at least every 2 years.   |

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| 12 - Recipients of the data  | Data are disclosed to the: Agency staff managing the related service. Defined IT staff for the purpose of providing technical service (access would be limited to technical IT issues to be solved).   |
| 13 - Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?                         | None   |
| 14 - How is data stored? What are the security measures implemented?   | The file is stored onto the Safety portal extranet workspace related to NIB Report Analysis ( <a href="https://extranet.era.europa.eu/sites/data/NIB-RA/SitePages/Home.aspx">https://extranet.era.europa.eu/sites/data/NIB-RA/SitePages/Home.aspx</a> ) and the access is limited to the Service manager, Rewievers' coordinator, the service owner and the Team leader responsible for Safety & Operations. Information will be stored in servers located in ERA's premises, access only granted to authorized staff members. |
| 15 - For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable) see the data protection notice | Through a dedicated Privacy statement available onto the Extranet relevant Workspace ( <a href="https://extranet.era.europa.eu/sites/data/NIB-RA/SitePages/Home.aspx">https://extranet.era.europa.eu/sites/data/NIB-RA/SitePages/Home.aspx</a> ).  |
| 15a - Data subject rights  | Right to have access; Right to rectify; Right to erase ("right to be forgotten"); Right to object  |
| 16 - Legal Basis   | Article 35(2) of Regulation (EU) 2016/796 of the European Parliament and of the Council of 11 May 2016 on the European Union Agency for Railways and repealing Regulation (EC) No 881/2004;#168  |
| 17 - Lawfulness of processing  | The processing is lawful under Art. 5(a) of Regulation EU 2018/1725 ((a) 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).   |
| 18 - Data minimisation   | The personal collected data are needed to run the service, namely to have nominated reviewers/experts performing reports' analysis and a committee providing inputs, alignment among them (for more details see PRO_MRA_004).  |

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| 19 - Accuracy   | Personal data (including areas of expertise and linguistic competencies) are submitted directly by the units responsible for nominating both Committee and reviewers/experts. In case of mistakes or updates, the data subject informs the service manager and or the Reviewers' coordinator in charge of managing the Register. |
| 20 - Access and other rights of persons whose data is processed |  |
| 21 - Special category data                                      | None   |
| 22 - DPIA   | None   |
| 23 - Link to the Threshold assessment-Risks                     |  |
| 24 - Other related documents                                    | PRO_MRM_001 Review of NIB accident investigation reports<br>( <a href="https://intranet.era.europa.eu/Quality/_layouts/15/DocIdRedir.aspx?ID=ERAINT-334-633">https://intranet.era.europa.eu/Quality/_layouts/15/DocIdRedir.aspx?ID=ERAINT-334-633</a> )  |