



**Direction de l'Aviation Civile**  
Grand-Duché de Luxembourg

## INFORMATION NOTE ON DATA PROTECTION

### Administrative autorisation for aerial work and aerial events

The purpose of this information note is to inform data subjects on the processing of their personal data by the Directorate of Civil Aviation ("DAC") in the context of administrative authorisations for aerial work and for aerial events.

This processing includes inter alia:

- verification of third-party liability insurance.

#### Identity and contact details of the controller

##### ***Direction de l'Aviation Civile (DAC)***

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Tel.: 00352 247 74900

E-Mail: [civilair@av.etat.lu](mailto:civilair@av.etat.lu)

#### Purpose and legal basis for the processing

Personal data are processed for the purpose of aviation security by guaranteeing that aerial work and aerial events are performed with aircraft suited for the mission and in safe operational conditions.

The legal basis for this processing is the Grand-Ducal Regulation of 8 August 1985 concerning authorisations to perform air transport activities.

#### Recipients (or categories of recipients) of the personal data

Personal data are accessible and processed by the DAC International relations and Economic affairs Department and the DAC EA & A/D & ATM/ANS Department (airspace, aerodromes, air traffic management and national supervisory authority).

In some cases, personal data may also be processed by the Administration de la Navigation aérienne.

The authorisations issued by the DAC are transmitted to the following entities:

- Administration de la Navigation aérienne,
- Police grand-ducale,
- Luxembourg Air Ambulance (LAR),
- concerned communes, and
- heliports and aerodromes concerned.

#### Transfer to a third country or international organisation

No personal data is transferred to a third country or an international organisation.

### Period for which personal data will be stored

Personal data are stored for a maximum period of 5 years after the end of the authorised mission or after the refusal of the authorisation.

### Right to request access to and rectification or erasure or restriction of processing and to object to processing

The data subject has the right to request from the controller access to and rectification or erasure of personal data or restriction of processing concerning the data subject or to object to processing.

### Data protection officer (“DPO”)

If the data subject wants to assert the rights to request access to and rectification or erasure or restriction of processing and to object to processing, or suspects a violation of personal data, they may contact the DAC’s DPO:

- via mail: [dpo@av.etat.lu](mailto:dpo@av.etat.lu),
- via regular post to the aforementioned address.

Proof of identity has to be included in the request (ex. copy of identity card or passport, licence number, etc.).

### Right to lodge a complaint with a supervisory authority

The data subject has the right to lodge a complaint with the national supervisory authority CNPD (*“Commission nationale pour la protection des données”*, <https://cnpd.public.lu/en.html>).

### Nature of requirement to provide personal data and possible consequences of failure to provide these data

The provision of personal data is a statutory requirement. The data subject is obliged to provide these data in order to obtain the issuance of an authorisation for aerial work and for aerial events. Failure to provide these data will prevent the issuance of the aforementioned authorisations.

### Existence of automated decision-making

Personal data processed by the DAC are not subject to automated decision-making.

