



Direction de l'Aviation Civile
Grand-Duché de Luxembourg

INFORMATION NOTE ON DATA PROTECTION

Air traffic controller licence

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 air traffic controller licences.

This processing includes inter alia:

- the management of the licences and endorsements (language proficiency, instructor endorsement, examiner endorsement,...),
- aviation medicine.

Identity and contact details of the controller

Direction de l'Aviation Civile (DAC)

4, rue Lou Hemmer

L-1748 Findel (Luxembourg)

Tel.: 00352 247 74900

E-Mail: civilair@av.etat.lu

Purpose and legal basis for the processing

Personal data are processed for the purpose of aviation safety by guaranteeing that only persons possessing the required competences perform air traffic control functions.

The legal bases for this processing are the following:

- Law of 16 August 2010 regarding air traffic controller licences, as amended,
- Grand-Ducal Regulation of 8 November 2010 regarding qualifications and endorsements related to air traffic controller licences,
- Commission regulation (EU) 2015/340 of 20 February 2015 laying down technical requirements and administrative procedures relating to air traffic controllers' licences and certificates pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, amending Commission Implementing Regulation (EU) No 923/2012 and repealing Commission Regulation (EU) No 805/2011.

Recipients (or categories of recipients) of the personal data

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

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 75 years after the date of birth of the licence holder.

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,
- 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, renewal/revalidation or transfer of an air traffic controller licence. Failure to provide these data will prevent the issuance, renewal/revalidation or transfer of the licence.

Existence of automated decision-making

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

