



Direction de l'Aviation Civile
Grand-Duché de Luxembourg

INFORMATION NOTE ON DATA PROTECTION

Certification of heliports and aerodromes

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 certification and continuous oversight of heliports and aerodromes.

This processing includes inter alia:

- the verification of training and qualification of the operator's personnel, and
- the verification of training and qualification of the persons responsible for the operator.

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 aerodromes and heliports are constructed and operated in a safe manner.

The legal bases for this processing are the following:

- **Aéroport de Luxembourg (Findel) Certification:** Commission regulation (EU) No 139/2014 of 12 February 2014 laying down requirements and administrative procedures related to aerodromes pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council,
- **National aerodromes and heliports:**
 - Grand-Ducal Regulation of 13 March 1993 prescribing the rules of the air and provisions applicable to air traffic, as amended,
 - Grand-Ducal Regulation of 12 May 2012 publishing and executing Annex 14, Volume I, of the Convention on International Civil Aviation.

Recipients (or categories of recipients) of the personal data

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

Transfer to a third country or international organisation

Personal data related to certifications under Commission regulation (EU) No 139/2014 are transferred to EASA (European Aviation Safety Agency).

No personal data are transferred to a third country or an international organisation in case of national certification of aerodromes or heliports.

Period for which personal data will be stored

Personal data are stored for a maximum period of 20 years after the withdrawal or restitution of the certificate.

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 of the aerodrome or heliport certificate. Failure to provide these data will prevent the issuance of the certificate.

Existence of automated decision-making

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

