



Direction de l'Aviation Civile
Grand-Duché de Luxembourg

INFORMATION NOTE ON DATA PROTECTION

Authorisation for landing and take-off outside 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 authorisations for landing and take-off outside aerodromes.

This processing includes inter alia:

- the verification of the pilot’s licence,
- the existence of other authorisations (aerial work, SPO,...).

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 take-off and landing outside aerodromes are only executed after authorisation and under predefined conditions.

The legal basis for this processing is the Law of 31st of January 1948 on the regulation of air navigation, as amended.

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), as well as by the DAC International relations and Economic affairs Department.

In case of activities falling under the scope of specialized operations (SPO), personal data are also processed by the DAC Air Operations Departments.

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

The authorisations issued by the DAC and containing the name of the applicant are transmitted to the following entities:

- Administration de la Navigation aérienne,
- Communes concerned,
- Police grand-ducale,
- Parquet Général,
- Ministère de la Mobilité et des Travaux publics.

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 10 years after the end of the 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,
- 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 landing and take-off outside aerodromes. Failure to provide these data will prevent the issuance of the authorisation.

Existence of automated decision-making

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

