



Direction de l'Aviation Civile  
Grand-Duché de Luxembourg

## INFORMATION NOTE ON DATA PROTECTION

### Flight examiners

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 flight examiner certification.

#### 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](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 only persons possessing the required competences take practical examinations from pilots.

The legal bases for this processing are the following:

- **ULM examiners** : Grand-Ducal Regulation of 13 January 1993 regulating licences and qualifications of flight personnel, as amended,
- **FCL examiners**: Commission Regulation (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council.

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

Personal data are accessible and processed by the DAC Licencing Department.

The DAC publishes on its website a list of all certified examiners with their names, contact details and privileges.

#### 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 related to examiner certificates are stored for a maximum period of 75 years after the date of birth of the certificate 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](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 a flight examiner certificate. Failure to provide these data will prevent the issuance or renewal/revalidation of the certificate.

### Existence of automated decision-making

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

