



Direction de l'Aviation Civile
Grand-Duché de Luxembourg

INFORMATION NOTE ON DATA PROTECTION

Flight schools

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 school 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

Purpose and legal basis for the processing

Personal data are processed for the purpose of aviation safety by guaranteeing that only entities possessing the required organisation, personnel and competences may perform activities of flight schools.

The legal bases for this processing are the following:

- **Flight schools for ULM (ultralight aircraft)/balloons/sailplanes pilots:** Grand-Ducal Regulation of 13 January 1993 regulating licences and qualifications of flight personnel, as amended,
- **Flight schools for parachutists:** Grand-Ducal Regulation of 4 July 1990 regulating licences and qualifications of parachutists,
- **National flight schools:** Grand-Ducal Regulation of 6 February 2004 regulating licences and qualifications of flight personnel for airplanes,
- **Flight schools for FCL pilots (ATO and DTO):** 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, as well as by the DAC Operations Department.

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

- **Flight schools for ULM (ultralight aircraft)/balloons/sailplanes pilots**

Personal data related to flight schools for ULM (ultralight aircraft)/balloons/sailplanes are stored for a maximum period of 10 years after the end of validity of the certificate.

- **Flight schools for parachutists**

Personal data related to flight schools parachutists are stored for a maximum period of 10 years after the end of validity of the certificate.

- **National flight schools**

Personal data related to national flight schools are stored for a maximum period of 10 years after the end of validity of the certificate.

- **Flight schools for FCL pilots (ATO)**

Personal data related to flight schools for FCL pilots (ATO) are stored for a maximum period of 10 years after the cessation of their activities.

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 be certified as flight school. Failure to provide these data will prevent this certification.

Existence of automated decision-making

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

