



Direction de l'Aviation Civile
Grand-Duché de Luxembourg

INFORMATION NOTE ON DATA PROTECTION

Personnel licences

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 the issuance of national and European pilot licences, of aircraft maintenance licences and of cabin crew attestations.

This processing includes inter alia:

- management of the licences, attestations and endorsements (type and class ratings, language proficiency, instructor endorsement, limitations,...),
- aviation medicine, and
- organisation and evaluation of exams.

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 obtain a pilot licence, aircraft maintenance licence or cabin crew attestation.

The legal bases for this processing are the following:

- **National pilot licences for ULM (ultralight aircraft):** Grand-Ducal Regulation of 13 January 1993 regulating licences and qualifications of flight personnel, as amended,
- **National parachute licences:** Grand-Ducal Regulation of 4 July 1990 regulating licences and qualifications of parachutists,
- **FCL licences and cabin crew attestations:** 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,
- **Aircraft maintenance licences Part 66:** Commission regulation (EU) No 1321/2014 of 26 November 2014 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks.

Recipients (or categories of recipients) of the personal data

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

Personal data related to aircraft maintenance licences are also accessible and processed by the DAC Airworthiness 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

- **National ULM pilot licences and national parachute licences**

Personal data related to national pilot licences for ULM and national parachute licences are stored for a maximum period of 100 years after the date of birth of the licence holder.

- **FCL licences and cabin crew attestations**

Personal data related to pilot licences are stored for a maximum period of 100 years after the date of birth of the licence holder.

Personal data related to cabin crew attestations are stored for a maximum period of 75 years after the date of birth of the attestation holder.

Medical data related to pilot licences and cabin crew attestations are stored for a maximum period of 10 years after the end of validity of the last medical certificate.

- **Aircraft maintenance licences**

Personal data related to aircraft maintenance licences are stored for a maximum period of 75 years after the date of birth of the licence holder. The records of examinations conducted by the DAC, the applicable conversion report used for conversion and the applicable credit report used for crediting are stored for an unlimited period.

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 the licence, attestation or endorsement in question. Failure to provide these data will prevent the issuance, renewal/revalidation or transfer of the licence or attestation.

Existence of automated decision-making

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

