



Direction de l'Aviation Civile
Grand-Duché de Luxembourg

INFORMATION NOTE ON DATA PROTECTION

Basic knowledge examinations (EASA Part-66)

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 basic knowledge examinations for aircraft maintenance licences.

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 managing the theoretical basic knowledge examinations for aircraft maintenance licences.

The legal basis for this processing is 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 Quality and compliance manager.

Personal data are also accessible and processed by the Lycée professionnel Emile Metz.

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

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 participate in the theoretical basic knowledge examinations for aircraft maintenance licences. Failure to provide these data will prevent the participation to these examinations.

Existence of automated decision-making

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

