



Direction de l'Aviation Civile
Grand-Duché de Luxembourg

INFORMATION NOTE ON DATA PROTECTION

Certification of production organisations, continuing airworthiness management organisations, maintenance organisations and maintenance training organisations

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 certification of production organisations, continuing airworthiness management organisations, maintenance organisations and maintenance training organisations.

This processing includes inter alia:

- verification of training and competences of persons responsible for the organisations and of its staff.

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 are certified as production organisations, continuing airworthiness management organisations, maintenance organisations or maintenance training organisations.

The legal bases for this processing are the following:

- Commission Regulation (EU) No 748/2012 of 3 August 2012 laying down implementing rules for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations,
- 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 Airworthiness Department.

Personal data related to production organisations are also processed by OSAC France (Organisme pour la Sécurité de l'Aviation Civile).

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 validity of the certificate.

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 issuance of a certificate for production organisations, continuing airworthiness management organisations, maintenance organisations or maintenance training organisations. 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.

