



Direction de l'Aviation Civile
Grand-Duché de Luxembourg

INFORMATION NOTE ON DATA PROTECTION

Operating licence

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 operating licences.

This processing includes inter alia:

- verification of nationality and repute of persons in charge of the air transport company, and
- verification of respect of financial conditions.

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 organisations possessing the required structure and financial capacities obtain an operating licence.

The legal basis for this processing is Regulation (EC) No 1008/2008 of the European Parliament and of the Council of 24 September 2008 on common rules for the operation of air services in the Community.

Recipients (or categories of recipients) of the personal data

Personal data are accessible and processed by the DAC agents responsible for the analysis of applications to operating licences, as well as by the DAC Operations Department and the DAC International relations and Economic affairs 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

Personal data are stored for a maximum period of 10 years after the end of validity of the operating licence.

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 of an operating licence or to maintain its validity. Failure to provide these data will prevent the issuance of the operating licence or obstruct its validity.

Existence of automated decision-making

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

