



Direction de l'Aviation Civile  
Grand-Duché de Luxembourg

## INFORMATION NOTE ON DATA PROTECTION NOTICE D'INFORMATION SUR LA PROTECTION DES DONNEES

<b>PNCQ auditors</b>
----------------------

Auditeurs PNCQ
----------------

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 National Quality Control Programme ("PNCQ") auditors.

### 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](mailto:civilair@av.etat.lu)

### Purpose and legal basis for the processing

Personal data are processed for the purpose of aviation security by guaranteeing that only persons possessing the required competences are accepted as PNCQ auditors of the DAC, the Police grand-ducale and the Administration des Douanes et Accises.

The legal bases for this processing are the following:

- Regulation (EC) No 300/2008 of the European Parliament and of the Council of 11 March 2008 on common rules in the field of civil aviation security and repealing Regulation (EC) No 2320/2002,
- Commission regulation (EU) No 18/2010 of 8 January 2010 amending Regulation (EC) No 300/2008 of the European Parliament and of the Council as far as specifications for national quality control programmes in the field of civil aviation security are concerned,
- Grand-Ducal Regulation of 2 May 2011 determining the structure of the national quality control programme and defining the conditions of its publicity and distribution.

### Recipients (or categories of recipients) of the personal data

Personal data are accessible and processed by the DAC Security 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 75 years after the date of birth of the PNCQ auditor.

### 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](mailto: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 accepted as PNCQ auditor. Failure to provide these data will prevent this acceptance.

### Existence of automated decision-making

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

