



Direction de l'Aviation Civile
Grand-Duché de Luxembourg

INFORMATION NOTE ON DATA PROTECTION

Security instructors

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 security instructors.

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 security by guaranteeing that only persons possessing the required competences are accepted as security instructors of :

- Luxembourg Airport operator,
- air operators,
- regulated agents, known consignors and regulated suppliers,
- Administration de la navigation aérienne, and
- ALSA (Agence luxembourgeoise pour la Sécurité Aérienne).

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 implementing regulation (EU) 2015/1998 of 5 November 2015 laying down detailed measures for the implementation of the common basic standards on aviation security,
- Grand-Ducal Regulation of 24 February 2016 determining the requirements for certification of regulated agents, known consignors and regulated suppliers, as well as the requirements for the designation of account consignors in the context of aviation security controls.

Recipients (or categories of recipients) of the personal data

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

The letters of acceptance of security instructors of regulated agents, known consignors and regulated suppliers are transmitted to the Police grand-ducale and the Administration des Douanes et Accises.

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 security instructor.

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 be accepted as security instructor. 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.

