

PRIVACY NOTICE TO APPLICANTS FOR AN AIR TRAFFIC CONTROLLER OR STUDENT AIR TRAFFIC CONTROLLER LICENCE, AIR TRAFFIC CONTROLLERS AND STUDENT AIR TRAFFIC CONTROLLERS ON THE PROCESSING OF THEIR PERSONAL DATA

Following Articles 13 and 14 of the General Data Protection Regulation of the European Parliament and the Council dated April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter – GDPR), we provide detailed information about the personal data of applicants for an air traffic controller or student air traffic controller licence, air traffic controllers and student air traffic controllers, that we process, to whom we provide it, and for how long we keep it. Additionally, you will find information about the rights you have as a data subject.

WHO IS DATA CONTROLLER OF YOUR DATA?

Public Institution Transport Competence Agency (hereinafter – the Agency), legal entity code: 305598608, registered office address: Rodūnios kel. 2, Vilnius, phone number: +370 700 35045, email address: info@tka.lt

Data Protection Officer of the Agency can be contacted by phone number: +370 650 66581, by the email: dap@tka.lt.

FOR WHAT PURPOSES YOUR PERSONAL DATA WILL BE PROCESSED AND WHAT IS THE LEGAL BASIS FOR PROCESSING OF YOUR PERSONAL DATA?

Your personal data is collected and processed while examining applications to issue an air traffic controller or student air traffic controller licence, to supplement the license with new ratings and/or endorsements, to extend or renew the validity periods of the relevant endorsements, to change the competent authority, to issue a duplicate licence, to suspend, cancel the suspension, and revoke the validity of the licence, ratings or endorsements.

The legal basis for processing your personal data is:

1. Article 6(1)(c) of GDPR;
2. Article 6(1)(e) of GDPR;
3. Article 6(1)(a) GDPR.

WHAT YOUR PERSONAL DATA IS PROCESSED?

The Agency shall process the following personal data in order to issue you with an air traffic controller or student air traffic controller licence, to add new ratings and endorsements, to renew, to update endorsements, to change the competent authority:

Identification data	Name(s), surname(s), signature, personal identification number, date of birth, place of birth, name of employer, copy of the identity document and the following details: photo, number, date of issue, place of issue, nationality.
Contact details:	Telephone number, email address, residential address.

Personal data related to licence, work experience:	<p>Document confirming the successful completion of initial training in a training organization satisfying the requirements laid down in Annex III of Commission Regulation (EU) 2015/340 of 20 February 2015 laying down technical requirements and administrative procedures relating to air traffic controllers' licences and certificates pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, amending Commission Implementing Regulation (EU) No 923/2012 and repealing Commission Regulation (EU) No 805/2011, as amended, and the personal data contained therein related to the requested rating and rating endorsement.</p> <p>Document confirming the successful completion of training in a training division, passing the corresponding exams, and receiving a positive evaluation according to the requirements set out in Section 3 of Part D of ATCO Annex I of Regulation (EU) 2015/340, and the personal data contained therein.</p> <p>Document confirming the level of proficiency in English and/or Lithuanian as laid down in Rule ATCO.B.030 of Annex I to Regulation (EU) 2015/340, and the personal data contained therein;</p> <p>Document confirming compliance with the requirements set out in Annex I to Commission Regulation (EU) No 2015/340 for obtaining, renewing or updating the relevant rating or endorsement, and the data contained therein;</p> <p>Student Air Traffic Controller Licence and the personal data contained therein (State of issue, name of licence held, licence number, competent authority and other data);</p> <p>Data about the right or lack thereof to use ratings, endorsements, unit endorsements, and license endorsements.</p>
Personal data relating to health:	A copy of your class 3 medical certificate and the personal data it contains.
Other personal data:	Other documents and personal data contained therein that may be submitted to the Agency by an applicant for an air traffic controller or student air traffic controller licence, or by an air traffic controller or student air traffic controller for the entry of new ratings and endorsements, for the renewal of endorsements, for the revalidation of endorsements, or for the change of competent authority.

The Agency notes that without the processing of your personal data referred to above, the Agency would not be able to issue you with an air traffic controller or student air traffic controller licence, to add new ratings and endorsements, to renew, to extend, to revalidate the endorsements, to change the competent authority.

Please be notified that the Agency will receive your personal data:

1. directly from you;
2. from other national and international institutions or entities.

TO WHOM YOUR PERSONAL DATA WILL BE PROVIDED?

When we process your data, we apply appropriate security measures to maintain the security of your personal data.

Your personal data may only be viewed by those employees of the Agency who are responsible for the issuance of air traffic controllers' and student air traffic controllers' licences, for the addition

of new ratings, endorsements, for the extension and renewal of the aforementioned endorsements, for the change of the competent authority, or for the other functions of their job.

Access to an appropriate volume of your personal data may also be granted to the Agency's data processors providing maintenance and other related services for the Agency's information systems (e.g., document management system, servers), if this is necessary for the proper provision of these services.

The personal data you provide will not be used in any other circumstances or provided to other persons, except as necessary for the purposes of issuing licences, adding new ratings to licences, endorsements, renewing endorsements, changing the competent authority and in other cases provided for by the law.

Your data shall not be transferred to third (non-EU) countries and international organizations in connection with the implementation of your request by the Agency.

HOW LONG YOUR PERSONAL DATA WILL BE STORED?

In accordance with the provisions of Regulation (EU) 2015/340 ATCO.AR.B.15(c), licence records shall be kept for a minimum period of 10 years from the expiry date of the last endorsement contained in the licence, in accordance with the applicable data protection legislation.

If you, as an applicant for an air traffic controller or student air traffic controller licence, are not granted a licence, your personal data will be retained for a period of 1 (one) year.

Your personal data may be retained for a longer period of time when:

1. there are reasonable suspicions of unlawful activity that are the subject of an investigation;
2. Your data is necessary for the proper resolution of a dispute or complaint;
3. with your explicit consent;
4. on other grounds provided for by law.

WHAT ARE YOUR RIGHTS AND HOW YOU EXERCISE THEM?

You as a data subject have the following rights:

1. Right to access information on data processing (Articles 13 and 14 of GDPR)
2. Right of access data (Article 15 of GDPR)
3. Right to rectification (Article 16 of GDPR)
4. Right to erasure (right to be forgotten) (Article 17 of GDPR).

Note: this right may be exercised when at least one of the conditions set out in Article 17(1) GDPR is met.

5. Right to restriction of processing (Article 18 of GDPR).

Note: this right may be exercised when at least one of the conditions set out in Article 18(1) GDPR is met;

6. Right to data portability (Article 20 of GDPR).

Please note that data subject rights are not absolute and may be restricted on the grounds provided for in the GDPR.

HOW CAN YOU ACCESS YOUR PERSONAL DATA?

By coming to the Agency, Rodūnios kel. 2, Vilnius, and/or by contacting the Agency's Data Protection Officer via phone number: +370 650 66581, email: dap@tka.lt.

WHERE CAN I TURN TO IN CASE OF A VIOLATION OF MY RIGHTS?

If you believe that your privacy rights have been violated, you can file a complaint with the State Data Protection Inspectorate, L. Sapiegos g. 17, 10312 Vilnius, tel. (8 5) 271 2804, 279 1445, e-mail ada@ada.lt. Before lodging a complaint with this supervisory authority, we recommend that you first contact the Agency as the data controller to obtain information related to the subject of the complaint.