

## ATCO notice of final assessment

NOTICE REQUIRED BEFORE THE FIRST TIME ISSUE OF AN ATCO LICENCE AND/OR A NEW RATING(S)

Form 2268

Please send this notice at least one month before the expected final assessment date.

This form will trigger the issue of an "Assessment Authorisation Number" (AAN) which must be written on the form "ATCO application final assessment" (Part D).

This form is to be send to: [License@trafikstyrelsen.dk](mailto:License@trafikstyrelsen.dk)

Part A: To be completed by the applicant or training organisation	
Date of birth	Surname
Forename(s)	
Telephone number	E-mail adress

Part B: To be completed by the applicant or training organisation						
Unit endorsement, rating(s) and rating endorsement(s) subject to final assessment:						
Unit (ICAO)	Rating	Sector(s), working position(s)			Rating endorsement(s)	
	ADV					
	ADC				SUR	
	APP					
	APS				SRA	PAR
	ACP				OCN	
	ACS	EAST	WEST	M	OCN	

Part C: To be completed by the person responsible for unit training (or nominated by this person)	
Date of final assessment is expected to be: (if date changes it is only necessary to inform TS if requested to do so, e.g. if TS has arranged to participate in the assessment)	
The "Assessment Authorisation Number" will be issued and forwarded no later than one week before the final assessment. Please specify the receiver (name, title and e-mail address):	
Date of signature	Name
Signature	

## Personal Data Protection

According to the general data protection regulation (GDPR), we will inform you how we handle the personal data we receive and process about you.

### **We are the Data Controller - how to contact us**

The Danish Civil Aviation and Railway Authority is the Data Controller for the personal data we receive on you. If you have any questions concerning processing of your personal data by the Authority, you are welcome to contact us or our independent data protection adviser via the contact details below:

#### Contact details for the Authority:

Carsten Niebuhrs Gade 43  
1577 Copenhagen W  
Tel.: 7221 8800  
E-mail: [info@trafikstyrelsen.dk](mailto:info@trafikstyrelsen.dk)  
CBR no.: 27186386

#### Contact details for our data protection adviser:

E-mail: [dpo@trafikstyrelsen.dk](mailto:dpo@trafikstyrelsen.dk)  
Tel.: 41780131

### **The purpose of processing your personal data**

The Authority processes personal data for the following purposes:

Application form. Applicant must be identifiable

### **The legal basis for processing your personal data**

The legal basis for processing your personal data comes from:

Commission Regulation (EU) 2015/340 of 20 February 2015 laying down technical requirements and administrative procedures relating to air traffic controllers' licenses 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

### **Categories of personal data**

The Authority processes the following categories of personal data on you:

Name, date of birth, address, telephone, email and evidence of education. It may further be required for legal identification as e.g. passport, which then only is to be send by Digital Post.

### **Transfer to recipients in other countries, including to international organisations**

Details of certificate may be shared with the competent authorities in other states

### **Storage of your personal data**

At least 5 years, but in accordance with national data protection legislation

### **Your rights**

According to the Data Protection Regulation, you have a number of rights regarding the processing of your personal data by us. If you want to exercise your rights, please contact us.

#### The right to see your data

You have the right to see the data we process on you (the right of access to documents), or to apply for access to documents.

#### The right of correction

You have the right to have incorrect data on you corrected.

#### The right of deletion

In special instances, you have the right to have data we hold on you deleted before the date on which we generally delete data. This only applies to data which we are not obliged to record.

You can read more about your rights in the Danish Data Protection Agency's guide to data subject rights at [www.datatilsynet.dk](http://www.datatilsynet.dk).

### **Complaints to the Danish Data Protection Agency**

You have the right to complain to the Danish Data Protection Agency if you are dissatisfied with the manner in which we process your personal data. You can find the Agency's contact details at [www.datatilsynet.dk](http://www.datatilsynet.dk).