

ATCO licence - Change of competent authority to Denmark

Application form for the change of competent authority in accordance with ATCO.A.010 and ATCO.AR.D.003

This form is to be sent to: license@trafikstyrelsen.dk

Form 2263

Part A: To be completed by the applicant	
Date of birth	Surname
Forename(s)	
Permanent address	
Postcode and city	Country
Telephone number	E-mail address
Address/postcode/city/country for correspondence of sending licence (if different from above)	
<p>I wish to apply for a change of competent authority to Denmark of my air traffic controller licence or student air traffic controller licence in accordance with Commission Regulation (EU) 2015/340, ATCO.A.010 and ATCO.AR.D.003.</p> <p>I also confirm that it is my intention to exercise the privileges of the licence in Denmark.</p>	
Date of signature	Signature

Part B: Documentation required
A copy of your ATCO licence or ATCO student licence issued in accordance with Regulation (EU) 2015/340.
A copy of a valid ATS general radio licence issued in accordance with Danish BL 6-08 or an international ATS general radio licence in accordance with the ITU Radio Regulations or a similar general radio licence endorsement.
Licence no.:

Part C: Verification of compliance according to ATCO.AR. D.003 and ATCO.AR.C.001 (a)(1)	
<p>NOTE: I am in possession of my present ACTCO licence and I hereby declare that I upon receiving my new licence, I will immediately send my present ATCO licence to the Danish Civil Aviation and Railway Authority.</p>	
I have not applied for any ATCO licence, rating, authorisation or attestation with the same scope and in another Member State.	
I have never held any personnel licence, certificate, rating, authorisation or attestation with the same scope and in the same category issued in another Member State which was revoked or suspended in any other Member State.	
I hereby declare that the information given on this form including attached documentation is true and correct. I am aware that any incorrect information could disqualify me as an applicant from being granted a personnel licence, certificate, rating, authorisation or attestation.	
Date of signature	Signature

Turn to page 2

Please note - Important: An "APPLICATION FOR THE TRANSFER OF MEDICAL RECORDS BETWEEN MEDICAL SECTIONS OF LICENCING AUTHORITIES " form is also required to be filled out and submitted to -->> medical@trafikstyrelsen.dk.

The form can be found at the Danish Civil Aviation and Railway Authority webpage www.trafikstyrelsen.dk

According to Commission Regulation (EU) 2015/340, ATCO.A.010 and ATCO.AR.D.003, your data will be verified from the EU competent authority that issued your present licence.

A fee is to be paid in connection with the application and an invoice will be send to the applicant. Fees for licences, associated ratings and assessments are published in the executive order "Bekendtgørelse om Trafikstyrelsens gebyrer og afgifter på luftfartssområdet m.v."

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
CBR no.: 27186386

Contact details for our data protection adviser:

E-mail: 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 sent 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.

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.