

# ATCO final assessment

FOR THE FIRST TIME ISSUE OF A UNIT ENDORSEMENT AND/OR RATING(S)

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

Form 2264

<b>Part A: To be completed by the applicant</b>	
Date of birth	Surname
Forename(s)	
Permanent address	
Postcode and city	
Telephone number	E-mail address
Address/postcode/city/country for c/o address of sending license (if different from above)	
<p>I wish to apply for the issue of an ATCO unit endorsement, rating(s) and rating endorsement(s) as indicated, and confirm that the information contained in this form was correct at the time of application.</p> <p>I herewith confirm that:</p> <p>a) I am not holding any air traffic controller licence issued in another Member State, and</p> <p>b) I have not applied for any air traffic controller licence in another Member State, and</p> <p>c) I have never had an air traffic controller licence issued in another Member State which was revoked or suspended in any other Member State.</p> <p>I also understand that any incorrect information could withdraw me from holding an air traffic controller licence.</p>	
Date of signature	Signature

<b>Part B: To be completed by the applicant or training organisation</b>						
Unit endorsement, rating(s) and rating endorsement(s) applied for:						
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	
Request reduction in validity period			Alternative expiry date (reduction)			

<b>Part C: Declaration by training organisation</b>	
I, the undersigned, hereby certify that the applicant meets the requirements of Commission Regulation (EU) 2015/340 (for Greenland and Faeroe Islands: BL 6-02) and is ready for final assessment.	
Date of signature	Name
Signature	

**Part D: TS authorisation number**

Final assessment may only take place after prior authorisation from TS. An authorisation number will be issued by TS.

TS authorisation number

**Part E: To be completed by the assessor**

Date of practical assessment			Name of assessor		
Final result:		Total duration of assessment:		Assessors signature	
Passed	Failed	Reassessment	Hours		Minutes

**Note: If assessment is failed do not send this form to TS. Record it locally in accordance with own procedures.**

**Part F: Remarks and comments, if applicable**

*When final assessment is successfully completed, this form or a copy of it is valid as temporary documentation for a period of 8 weeks, counted from the date of the assessment.*

## 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).