

Data Protection, Confidentiality and Privacy Statement

1. Data Collector: In compliance with the General Data Protection Regulation (EU) 2016/679 (GDPR), the respective Language Proficiency Expert is responsible for collecting your data on behalf of the Language Testing Body 112, registered with the Austro Control GmbH, hol@ltb112.eu

2. Purpose of Data Collection, Processing and Information accessed:

- Conducting language proficiency tests in accordance with official CAA-regulations.
- Verifying your identity (Photo ID and screenshot in case of online exams)
- Communicating test results to the relevant competent aviation authorities. (audio recording of exam)
- Maintaining records in compliance with legal and regulatory requirements (name, date/place of birth, contact details (physical address, phone number, email, nationality), flight crew license, test result, test date, and related records.

3. Data Recipients: Language proficiency Expert performing the exam; language proficiency linguistic expert(s) performing the second rating(s); Head of language testing body 112; Service providers involved in the administration of the language tests (IT-specialist), In accordance with FCL.1030, the Austrian civil aviation authority Austro Control GmbH, as the authority responsible for LTB112 oversight, In special cases relevant aviation authorities within the EU/EASA-community, The processing of your personal data is based on FCL.1030; - For training purposes anonymized extracts may be used

4. Data Retention: Your personal data will be retained for 7 years as required by law so you won't have the right to erase, restrict, or object to processing once you take the test. You do have the right to be informed about which data we store and use, the right to access, and correct your personal data stored by LTB112. In specific cases you will be asked to receive a reminder for your revalidation of your language proficiency endorsement. Please contact the Head of LTB112 at hol@ltb112.eu in case of further questions.

5. Data Security: We implement appropriate technical and organizational measures to ensure a level of security appropriate to the risks associated with the processing of your personal data. This includes encryption, access controls, and regular security assessments.

Confidentiality and Non-Disclosure Statement

All individuals involved in the ICAO language proficiency test, including but not limited to candidates, examiners, proctors, and administrative staff need to acknowledge and confirm that all materials, content, and information related to this ICAO language proficiency test, including test questions, pictures, recordings, and any other proprietary or sensitive information, are considered confidential.

- 1. Non-Disclosure:** The candidate is strictly prohibited from disclosing, discussing, or sharing any confidential information with unauthorized persons or entities, both during and after the test process.
- 2. Use of Information:** Confidential information is to be used solely for the purpose of administering and taking the ICAO language proficiency test.
- 3. Security Measures:** The candidate must take appropriate steps to ensure the security of test materials and confidential information and compliance with all relevant policies and procedures.
- 4. Breach of Confidentiality:** Any breach of confidentiality or unauthorized disclosure of confidential information may result in disciplinary action, legal consequences, or other penalties as deemed appropriate by the test administration authorities.
- 5. Acknowledgment:** By participating in the ICAO language proficiency test, the candidate acknowledges and agrees to adhere to this confidentiality and non-disclosure statement.

Duration: This confidentiality and non-disclosure obligation extends indefinitely, beyond the conclusion of the test and any related activities.

Contact Information: For any questions or concerns regarding this confidentiality and non-disclosure statement, please contact the test administration at hol@ltb112.eu

Consenting to the information above:

Signature: _____

Name: _____

Date: _____