

## ICAO Language Proficiency Test at say-again.aero and LTB112: Data protection, confidentiality and privacy agreement with acceptance of data storage according to DSGVO and CAA regulations

To process your language proficiency test in accordance with the applicable aviation authorities regulations, persons and organizations named below need access to:

- Your name, date/place of birth, flight crew license details, contact address, phone number and your email (to send the result of the test), mother tongue
- Audio recordings of your test and a photo screenshot of you and your passport in case of remote testing
- A photocopy of your passport or Photo ID for identification reasons in case of remote testing

The language assessment body **LTB112** and **say-again.aero** will process your language test. Once the LPE provides the LTB112 with your data and audio recordings, the language assessment body treats your data and the audio recordings in accordance with all applicable regulations on the protection of personal data. They will not be published nor given to unauthorized third parties but only to the mentioned below:

Only the following persons will have access to your data:

- One or more linguistic and operational experts who will assign your final result. Usually, the result will be determined by your LPE and one LPLE after the test. In exceptional cases (e.g. when there is a mismatch between the result of the LPE and the LPLE) more raters will be assigned by the LAB.
- The head of the language assessment body
- Technicians (e.g. server administrators) responsible for data storage
- Anonymized extracts may be used during language examiner standardization courses
- In accordance with FCL.1030, the Austrian civil aviation authority Austro Control GmbH, as the authority responsible for LAB oversight
- In accordance with FCL.1030, the civil aviation authority that issued or will issue your FCL license
- say-again.aero for the purpose of scheduling, invoicing and conducting the language test

Regarding your personal data stored, you have the right to be informed what data we have and use, right of access or rectification. If you inquire further information about that, please contact the Head of LTB112 [anita.heiglauer@theenglishzone.at](mailto:anita.heiglauer@theenglishzone.at). Regarding data stored by say-again.aero, please contact [support@say-again.aero](mailto:support@say-again.aero). Please note that we are required by law to store your test details for the period of 7 years and therefore you won't have a right to erasure, right to restrict processing or right to object, once you decide to take this test.

### Confidentiality and non disclosure agreement:

You are strictly not allowed to record the exam or parts of it in any way (i.e. video, audio, screenshots, photos, etc.). All information, attachments or any other contents of the exam must be fully deleted and removed from all your devices after the exam. You are not allowed to share any information of your exam to third parties, others than made public on the LTB112's communication channels. Any kind of non compliance to this confidentiality agreement will lead to an immediate voidance of your language proficiency certification issued by the LTB112. It will further be brought to the attention of the respective Civil Aviation Authority who may take further legal actions of all kind into account, so as well as the LTB112 itself.

Please mark the following statements by ticking each box with an **X**

- I am aware that my data and audio recording needs to be processed in order to determine my language test results and I agree that the persons named above will have access to my data.
- I am aware that in case of remote testing, a photocopy of my passport or photo ID will be stored for the period of 7 years together with a screenshot of my person with my face visible.
- I agree that my data and audio records will be stored for 7 years.
- I entitle LTB112 and say-again.aero to process my language exam.
- I confirm that I received a copy of this page.
- I confirm to comply with the confidentiality and non-disclosure agreement.

Date / Name and signature of the candidate:

Date Name and Signature