

Part A: Application for	
	ASSESSOR REVALIDATION (when privilege is within the period of validity)
	ASSESSOR RENEWAL (when privilege has expired)
	OJTI REVALIDATION (when privilege is within the period of validity)
	OJTI RENEWAL (when privilege has expired)

Part B: To be completed by the applicant	
Date of birth	Surname
Forename(s)	
Permanent address	
Postcode and city	
Telephone number	E-mail address
Address/postcode/city/country for correspondence (if different from above)	

Part C: To be completed by the applicant	
I hereby certify that within the period starting 3 years before the 1 <sup>st</sup> of January this year and ending today, I have :	
<ul style="list-style-type: none"> <li>a) exercised my OJTI-privileges for a total of 60 hours or more</li> <li>b) completed OJTI refresher training</li> <li>c) passed a practical instructor competence assessment in accordance with BL 6-99 appendix 2 AND/OR I am a chief training instructor</li> </ul>	
Note: at least 2 out the 3 requirements shall be fulfilled.	
I hereby also certify that within the period starting 5 years before the 1 <sup>st</sup> of January this year and ending today, I have :	
<ul style="list-style-type: none"> <li>d) completed OJTI refresher training (always required)</li> </ul>	
Date of signature	Signature

Part D: Documentation required
Attached: ALWAYS attach documentation related to field d).

Allow a maximum processing time of 20 working days.

## 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:

BL 6-97

### **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).