



## Data protection regarding your language proficiency test

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

- ✓ Your name, date/place of birth, FCL license details, contact address, phone number and mail (to send the result of the test), mother tongue
- ✓ Audio or video recordings of your test

### What happens with your data and the recordings?

Once the language proficiency examiner (controller) provides the LTB (Language Testing Body, processor) with your data and audio/video recordings, the language testing body treats your data and the audio recordings in accordance with all applicable regulations on the protection of personal data.

Only the following persons will have access:

- ✓ The administration personnel who will e.g. issue invoices and/or send results<sup>1</sup>
- ✓ The head of the language testing body<sup>2</sup>
- ✓ One or more linguists and operational experts who will assign your final result. Usually, the result will be determined by your language proficiency examiner and one additional linguist. In exceptional cases (e.g. when they disagree) more raters will be assigned by the LTB.<sup>3</sup>
- ✓ Technicians (e.g. server administrators) responsible for web hosting<sup>4</sup>
- ✓ Technicians (e.g. programmers) responsible for support & test development<sup>2</sup>
- ✓ Anonymized short 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 LTB oversight<sup>5</sup>
- ✓ In accordance with FCL.1030, the civil aviation authority that issued or will issue your FCL license

Regarding your personal data collected during a test, you have the right to be informed what data we have, right of access or rectification. To exercise any of the named rights, please contact the LTB under [management@levelup.international](mailto:management@levelup.international) or visit the homepage of the LAB, [www.levelup.international](http://www.levelup.international) or contact your examiner.

Please note that we are required by law to store your test details, therefore you won't have a right to erasure, right to restrict processing or right to object, once you decide to take this test. All personal data will be deleted automatically after the legally required storage time (7 years).

- I am aware that my data and audio/video recording need to be processed in order to determine my language test results and I agree that the persons/organizations named above will have access to my data
- I agree that my data and audio/video records will be stored
- I confirm that I received a copy of this page.

**Date / Name and signature of the candidate:**

---

<sup>1</sup> LevelUp Testing GmbH, Schlossbergstraße 9/2/2, 2410 Hainburg a.d. Donau, Austria

<sup>2</sup> LTB-106, DRW Aviation Engineering GmbH, Archenwald 8, 6116 Weer, Austria

<sup>3</sup> Please refer to the list of linguistic experts, issued by the authority: <https://shorturl.at/ahpHX>

<sup>4</sup> Global Switch Ltd, 11 Bressenden Place, Nova North, SW1E 5BY London, United Kingdom  
Tirolspace Hosting Network, Bruder-Willram-Straße 7, 6020 Innsbruck, Austria

<sup>5</sup> Austro Control GmbH, Wagramer Straße 19a, 1220 Wien, Austria, Civil Aviation Authority