

AIR CARRIER MANUAL

Passenger Data provision



Prague 2015

version 1.5

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1. Legal regulation (background)

- a) Council Directive 2004/82/EC of 29 April 2004 On the obligation of carriers to communicate passenger data (hereinafter referred to as “Council Directive”),
- b) Act no. 49/1997 Coll., On civil aviation and the amendment to Act n. 455/1991 Coll. to regulate trades (Trade Act), as amended (hereinafter referred to as the “Civil Aviation Act”).
- c) Act no. 101/2000 Coll., On private data protection and others laws which are subjects to amendments as subsequently amended,
- d) Act no. 227/2000 Coll., On electronic signature and others laws which are subjects to amendments as subsequently amended.

Obligation for air carriers arises from section 69 (1) and (2) of the Civil Aviation Act.

2. Contact data (Contacts)

a) Directorate of Alien Police Service

contact person – legal issues: Petr Malovec
address: Directorate of Alien Police Service
Olšanská 2, P.O. Box 78
130 51 Prague 3
tel.: + 420 974 841 426, +420 974 841 447,
fax: + 420 974 841 092
email: petr.malovec@pcr.cz, air.border@pcr.cz

b) Inspectorate of Alien Police Prague Ruzyně Directorate of Alien Police Service (možná lépe "Alien Police Inspectorate at the Prague Ruzyně International Airport")

1. contact person (IT specialist): Tomáš Pšenica
address: Inspectorate of Alien Police Prague Ruzyně (Alien Police Inspectorate at the Prague Ruzyně International Airport)
Aviatická 1050/16
160 08 Prague 6
tel.: + 420 974 883 618, + 420 974 883 620
fax: + 420 974 883 508
email: tomas.psenica@pcr.cz

2. Passenger Data Office

Terminal North 1,
tel.: + 420 974 883 602, + 420 974 883 625
fax: + 420 974 883 569
email: apis@pcr.cz

3. Initiation of providing data on passengers from new non-schengen flights

- a) In the case of start operating **scheduled (regular) flight** by an air carrier from a country outside of the Schengen Area, **data on passengers** on flights from these countries **will be required under s. 69 (1) of Act 49/1997 Coll,**
- b) Directorate of Alien Police Service, will send a letter to all concerned air carriers informing them that they operate scheduled flights from the countries listed outside the Schengen area and therefore they are obliged to communicate data on passengers on these flights,
- c) Within 30 days of the delivery of the letter referred to in b), the air carrier is obliged to begin providing passenger data, the period is set out to solve technical issues relating to the data transfer,
- d) Only exceptionally may be the term of 30 days extended by the air carrier's request, but always in writing and by 30 days at maximum.
- e) According to s. 69 par. (1) of Civil Aviation Act air carrier will be required (by the Directorate of Alien Police Service) to send a data on passengers in case of start operating scheduled (regular) flights from a country outside of the Schengen Area (non-schengen country)

4. Termination of providing passenger data

If the reasons for providing passenger data cease to exist, Directorate of Alien Police Service, shall notify the concerned air carrier that the provision on providing API is no longer required.

5. Procedure in case of failure

- a) Directorate of Alien Police Service does not provide automatic confirmation of deliverance API data by SITA network. In case of requirement for confirmation messages air carrier is obliged to contact Directorate of Alien Police Service. Messages confirm only receiving of API data and not their validity.
- b) In case of particular technical failure with sending passenger data via SITA network air carrier is obliged to contact the Passenger Data Office of Alien Police Inspectorate at the Prague Ruzyně International Airport. API data shall be sent by e-mail in readable form to this office before the aircraft lands
- c) in case of long-term technical failure concerning API data transmitting air carrier is obliged to contact the Directorate of Alien Police Service,
- d) contact points are listed in 2.

6. Methods of data transmitting

- a) annex A – technical specification,