

AIR CARRIER MANUAL

Passenger Data provision



Prague 2025

Version 1.8

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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 No. 455/1991 Coll. to regulate trades (Trade Act), as amended (hereinafter referred to as the “Civil Aviation Act”),
- c) Act No. 110/2019 Coll., Personal Data Processing Act,
- d) Act No. 297/2016 Coll., Trust services act for electronic transaction.

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

2. Contact data (Contacts)

a) Directorate of Foreign Police Service

Contact person – legal issues: Pavel Prchlík or Ondřej Kupsa

Address: Directorate of Foreign Police Service
Olšanská 2, P.O. Box 78
130 51 Prague 3

tel.: + 420 974 841 309, +420 974 841 014

email: pavel.prchlik@pcr.cz, ondrej.kupsa@pcr.cz, air.border@pcr.cz

b) Inspectorate of Foreign Police Prague Ruzyně Directorate of Foreign Police Service

1. Contact person (IT specialist): Tomáš Pšenica

Address: Inspectorate of Foreign Police Prague Ruzyně,
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) To improve border controls and combat illegal immigration, the air carrier is obliged to transmit to the Police of the Czech Republic, which is competent under a special legal regulation¹ to carry out border controls at the airport, at its request electronically and in the event of a malfunction by other appropriate means data on passengers who cross the external border,
- b) Directorate of Foreign Police Service, will send a letter to all concerned air carriers informing them that they operate 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 Section 69, para 1 of Civil Aviation Act air carrier will be required (by the Directorate of Foreign Police Service) to send a data on passengers in case of start operating flights from a country outside of the Schengen Area (non-Schengen country).

¹ Act No. 110/2019 Coll., Act No. 283/1991 Coll.

4. Termination of providing passenger data

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

5. Procedure in case of failure

- a) Directorate of Foreign 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 Foreign 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 Foreign 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 Foreign Police Service,
- d) contact points are listed in 2.

6. Methods of data transmitting

- a) annex A – technical specification,