

ARTICLE 13 PRIVACY NOTICE

Data Protection Act 2018/General Data Protection Regulations UK (GDPR UK)

THIS PRIVACY NOTICE COVERS THE COLLECTION AND USE OF DATA WHEN APPLYING FOR AN AIRSIDE DRIVING PERMIT AT LONDON BIGGIN HILL AIRPORT

London Biggin Hill Airport will be acting as a controller of your data. We collect and use your personal data in order to supply you with an Airside Driving Permit. We collect and use your personal data to check your eligibility and suitability to hold an Airside Driving Permit and to administer the airport airside driving pass scheme in accordance with regulatory requirements under CAP790 and UK.ADR.OPS. B.025 AMc1 and GM1.

THE PERSONAL INFORMATION WE COLLECT, USE AND STORE

We currently collect and process the following items of data: -

- Forename
- Surname
- Title
- Driving License Number
- Driving License Expiry
- Driving License Categories
- Driving License Endorsements
- Company Name
- Position in Organisation
- Medical Conditions
- Signature

HOW WE GET THE PERSONAL DATA

All of the personal data we process is provided to us directly by you via our Airside Permit Application Form.

THE LAWFUL BASIS FOR PROCESSING

Under the General Data Protection Regulation UK (GDPR), the lawful basis we rely on for processing this information is: -

We have a legal obligation and the processing is necessary for us to comply with the law.

Where we are processing special category medical conditions data the article 9 condition for processing is that processing is necessary for the purposes of carrying out the obligations and exercising specific rights of London Biggin Hill Airport the Controller.

HOW WE STORE YOUR PERSONAL INFORMATION AND HOW LONG WE RETAIN YOUR DATA

Your Airside Permit application form will be saved on our secure airport server with access only by the Airside Driving Instructors.

Your name, company name, position and the date of your airside driving permit will be saved in our Centrik Safety Management Compliance System. Your data is entered, deleted and managed directly by London Biggin Hill Airport. Centrik allows us to limit access to data by allocating access rights to each user. All data stored by Centrik will be encrypted at rest using strong government Grade FIPS 140-2compliant encryption technology. Centrik's servers are hosted by Rackspace on dedicated server infrastructure across 2 UK based data centres.

HOW LONG DO WE RETAIN YOUR DATA

Your Airside Application form will be kept on our secure airport server for 1 year from issue of your pass and then deleted.

If you leave the airport or have no operational need for your Airside Driving Permit you must return your Airside Driving Permit to the Driving Instructor Team at the airport, at this point your details will be deleted from the Centrik Safety Management System and your Airside Permit Application Form will be deleted from the server.

YOUR DATA SUBJECT RIGHTS

As a data subject whose personal information we hold, you have certain rights. If you wish to exercise any of these rights, please email datamanager@bigginhillairport.com or use the information supplied in the 'Contact Us', section below. To process your request, we will ask you to provide two valid forms of identification for verification purposes. Your rights for this particular processing activity are as follows: -

Right of Access
Right to Rectification
Right to Restriction
Right not to be subject to automate decision making

A full list of data subject rights can be seen below but please be aware depending on the lawful basis for processing they may not be absolute rights.

THE RIGHT TO BE INFORMED

As a data controller, we are obliged to provide clear and transparent information about our data processing activities. This is provided by this privacy notice and any related communications we may send you.

THE RIGHT OF ACCESS

You may request a copy of the personal data we hold about you free of charge. Once we have verified your identity and, if relevant, the authority of any third-party requestor, we will provide access to the personal data we hold about you as well as the following information:

- a) The purposes of the processing
- b) The categories of personal data concerned
- c) The recipients to whom the personal data has been disclosed
- d) The retention period or envisioned retention period for that personal data
- e) When personal data has been collected from a third party, the source of the personal data

If there are exceptional circumstances that mean we can refuse to provide the information, we will explain them. If answering requests is likely to exceed one calendar month, where we require additional time or (extended by 2 calendar months), or, in the case of repetitive requests, we reserve the right to request payment (for reasonable administrative costs) before processing the request, we will inform you.'

THE RIGHT TO RECTIFICATION

When you believe we hold inaccurate or incomplete personal information about you, you may exercise your right to correct or complete this data. This may be used with the right to restrict processing to make sure that incorrect/incomplete information is not processed until it is corrected.

THE RIGHT TO ERASURE ('THE RIGHT TO BE FORGOTTEN')

Where no overriding legal basis or legitimate reason continues to exist for processing personal data, you may request that we delete the personal data. This includes personal data that may have been unlawfully processed. We will take all reasonable steps to ensure erasure.

Due to the complex nature of Consent and legal exemption, we are not always able to fulfil deletion ("Right to be Forgotten") requests, and it is essential you understand this before accessing the service.

THE RIGHT TO RESTRICT PROCESSING

You may ask us to stop processing your personal data. We will still hold the data, but will not process it any further. This right is an alternative to the right to erasure. If one of the following conditions applies, you may exercise the right to restrict processing:

- a) The accuracy of personal data is contested.
- b) Processing of personal data is unlawful.
- c) We no longer need personal data for processing, but the personal data is required for part of a legal process.
- d) The right to object has been exercised, and processing is restricted pending a decision on the status of the processing.

THE RIGHT TO DATA PORTABILITY

You may request your set of personal data be transferred to another controller or processor, provided in a commonly used and machine-readable format. This right is only available if the original processing was on the basis of Consent, the processing is by automated means and if the processing is based on the fulfilment of a contractual obligation.

THE RIGHT TO OBJECT

You have the right to object to our processing of your data where;

- a) Processing is based on legitimate interest;
- b) Processing is for the purpose of direct marketing;
- c) Processing is for the purposes of scientific or historic research; or
- d) Processing involves automated decision-making and profiling.

DATA SECURITY

To prevent unauthorised access, maintain data accuracy and ensure the correct use of information, we have in place appropriate physical, electronic and managerial procedures to safeguard and ensure information supplied is held securely, in accordance with the Data Protection Act 2018 and the UK GDPR.

HOW TO COMPLAIN

If you have any concerns about our use of your personal information, you can make a complaint to us at: -

Information Governance Manager

London Biggin Hill Airport

Main Passenger Terminal

Bromley

TN16 3BH

datamanager@bigginhillairport.com

01959 578517

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's contact details are as below: -

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Livechat via ico.org.uk/livechat
Helpline number: 0303 123 1113
ICO website: www.ico.org.uk