



Eye Airports Ltd
Clare House, Clare
Road, Halifax,
West Yorkshire,
HX1 2HX

Eye Airports Limited - Privacy Notice – Pass Applications

On the 25th May 2018 the new General Data Protection Regulation (GDPR) came into effect.

Data protection is important to Eye Airports as we want everyone to be confident that their data is secure when dealing with us.

This privacy notice lets you know what information we keep about our you when applying for a pass to work at one of our airports. You should read this notice carefully and contact us if you have any questions or concerns.

Data Controller: Eye Airports Limited, Clare House, Clare Road, Halifax, West Yorkshire, HX1 2HX

Data Protection Officer: James Ager JamesAger@EyeAirports.com

1. Personal Data.

When you apply for a pass with us, we collect details such as full name, personal or business name, business/personal address, telephone number(s), email addresses, national insurance number, place of birth, nationality, date of birth, personal and employment references, and employment history to enable us to fulfil our obligations to you. You may also be required to provide copies of your driving licence, passport and other supporting documentation to aid in the application process.

2. How this information is used

We use this Personal Data in the processing of your pass application. This includes either Eye Airports or the Airport contacting named individuals / companies for references.

We may contact you regarding any queries that we may have regarding your application.

Your information may be analysed and used for research purposes, which may include, for example, surface transport opportunities, and you may be contacted at your home address for this purpose.

3. How information is stored

The information you provide is submitted to the relevant airport to approve your application. This may include entering such information into software that enables the tracking and processing of your application. This information and supporting documentation will be stored on a database and will be safeguarded against unauthorised access.

Where you have submitted an application via electronic mail, we may also store your data on our secure mail servers and mail clients. This allows future applications to be processed more efficiently.

Hard copy documentation is retained in secure storage.

7. Third Party Information

The information you provide as part of a pass application is required to meet the requirements of the Aviation Security Act 1982, as amended by the Aviation and Maritime Security Act 1990, and government directions. Checks will be made to verify the information provided. This will involve seeking additional information from third parties such as previous employers. The information provided along with a copy of your identity document will be shared with the relevant Airport to which your application relates and will be stored on a database and will be safeguarded against unauthorised access.

Personal data may be disclosed to Police and other control authorities in the interest of national security and for the prevention and detection of crime. Information on ID pass use may be made available to the applicant's employer, Eye Airports staff and the Airport. Information provided may be analysed and used for research purposes, which may include, for example, surface transport opportunities, and you may be contacted at your home address for this purpose.

You consent to us passing your personal data to other parties who are involved in the application, issue, control and monitoring of security passes and related permits at the Airport. One such party is IDGateway Limited ("IDGateway"). We will pass your personal data to IDGateway but only as much as is necessary for you to apply for and/or hold a security pass or related permit at an Airport.

Such personal data may include your identity, contact details, employment history, references, criminal record data, driving licence data and any such documents which may display such data. IDGateway will process your personal data on behalf of the Airport for the above purposes only. IDGateway may share your personal data with ourselves, the Airport or group companies and may also share your personal data with other control authorities in the interests of security.

8. Data Retention and Disposal

We retain the personal data processed by us for as long as is considered necessary for the purpose(s) for which it was collected. There may also be occasions which will require data to be kept for longer, however this will typically be for legal purposes.

9. Rights under GDPR laws

You will always have the right to be informed about the processing of your Personal Data and to have this data corrected if it is inaccurate or incomplete.

You have the right to object to or restrict the processing of your Personal Data.

You have the right to request access to your information and to have it erased/deleted if required.

You have the right to lodge a complaint with the Information Commissioner's Office.