



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

Eye Airports Limited - Privacy Notice - Suppliers

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 Suppliers to be confident that their data is secure when working with us.

This privacy notice lets you know what information we keep about our suppliers. You should read this notice carefully and contact us if you have any questions or concerns.

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

Data Protection Officer: James Ager JamesAger@EyeAirports.com

1. Personal Data.

When you do work with us, we collect details such as full name, personal or business name, business address, telephone number(s), insurance documentation, DBS checks, GSAT, pass applications, email address and bank details to enable us to purchase goods and or services from you.

2. How this information is used

We only use Personal Data in the day to day running of our business and to fulfil the requirements of purchasing from you.

We may contact you regarding invoices, statements, quotations, information required or information which we pass on to you.

We may contact you about offers and promotions that we feel would be of interest to you, either now or in the future.

3. How information is stored

Supplier business names, contact details and banking details are held in our Sage Accounting and Sage CRM systems. Both systems are held on encrypted server and backup systems.

To facilitate communications with you, details may also be within Outlook and Excel.

Hard copy documentation is retained in secure storage.

Quotations and Purchase Orders are held in both electronic and hard copy formats in the Sage systems and secure storage respectively.

4. Other

As part of our working relationship we may need to supply information that may identify our Customers. We will minimise this information as much as possible.

It is your responsibility to ensure that this information is limited to those individuals that require such knowledge and is securely stored.

5. Third Party Information

Subject to the type of goods and/or services that you supply, we may need to pass on your information to the Advertising Site Owners for the purposes of Pass Applications and Security restrictions. We will limit such information transfer to the minimum possible to meet the requirements.

Beyond this, Eye Airports Ltd will not pass any personal data to any other company unless we have permission from yourself.

6. Data Retention and Disposal

We will retain your information whilst you are an active supplier and thereafter where we believe you can offer relevant services to us or until such time as you request us not to retain your data, except where there are regulatory or legal reasons to retain your data.

Data you have requested to be destroyed or that is no longer of a legitimate interest to us and has no regulatory or legal retention timescales will be permanently erased from our IT systems and any hard copy documentation will be cross-cut shredded.

7. 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.