

# **Birmingham Airport Limited – Privacy Notice**

## **Department – Sustainability – Education Visits**

Birmingham Airport is collecting your personal data. When we collect personal data, we are obliged legally to provide you with certain information, it is called the “Right to be Informed”. That information is contained in the below Notice. If any of the information we provide to you is not clear enough, there are contact details for Birmingham Airports Data Protection Officer further down this Notice, please do not hesitate to make contact and ask for further information.

### **1. Why we need it - the purpose of processing**

We are collecting your personal information to arrange your education visit. We need to know who is coming to visit the airport and we may also need to arrange permissions to allow you access to the relevant areas within the airport.

We may also collect information relating to your health and mobility from you, which we may need to know to ensure that your visit runs smoothly.

### **2. Why we’re allowed to process your personal information in this way – the legal basis**

The following conditions are part of the Data Protection Act and we are required to identify which condition we are relying upon to use your information. If you would like more information about these conditions and how they are used, please contact the Data Protection Officer on the contact details further down this Notice.

- Article 6 condition – Legitimate Interests
- Article 9 condition – For the Prevention of any Unlawful Act

### **3. Who we will share your personal information with?**

We will share your personal information with the relevant internal departments, such as the Airport Control Centre, who will arrange vehicle access. We will also pass relevant details to the managers of those parts of the airport you might visit.

### **4. Where your personal information will be stored or transferred to – will it be sent outside of the European Economic Area?**

Your personal information will be held by Birmingham Airport and will not leave the UK.

### **5. How long we will keep your personal information for**

We will keep your personal information for a period of two years from the date of your visit

## 6. Your rights

You are entitled to request the following from Birmingham Airport. These are called your Data Subject Rights and there is more information on Birmingham Airports website about each of these and what they mean to you. You can find this on the following website address [birminghamairport.co.uk/dataprotection](http://birminghamairport.co.uk/dataprotection)

- Right of access
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to data portability
- Right to object
- Rights with regards to automated individual decision making, including profiling

If you have any questions about them, or wish to contact us and ask us to look at your rights at any time, please contact Birmingham Airports Data Protection Officer on the below details.

Postal Address:

Birmingham Airport Limited  
Diamond House  
Airport Way  
Birmingham  
B26 3QJ

Email: [dataprotection@birminghamairport.co.uk](mailto:dataprotection@birminghamairport.co.uk)

## 7. If you are unhappy with the way in which we use your personal information

If you are unhappy with the way in which Birmingham Airport has used your personal information and you have already been in contact with us (on the above details) and feel we did not resolve your issues to your satisfaction, you can contact the Information Commissioners Office (The UK's Data Protection Regulator), the details are below. However, the Information Commissioner does prefer that you have contacted Birmingham Airport first with your concerns before you then take those concerns to the Regulator.

Postal Address:

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Email: [casework@ico.co.uk](mailto:casework@ico.co.uk)

Telephone number: 0303 123 1113 for local rate calls or 01625 545745 for the national rate

**8. Is your personal data being processed because of a regulatory or contractual requirement?**

There is no contractual obligation or regulatory requirement with regard to your personal information.

**9. Are we using automated decision making or profiling with regards to your personal data?**

We are not carrying out any automated decision making or profiling on your personal information.