

# **Birmingham Airport Limited – Privacy Notice**

## **Department – Sustainability – Sound Insulation**

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 will need your personal data to be able to contact you following your registration of interest in the scheme. This data will then be used to assess your suitability for the scheme, and if successful, track the progress of the works as well as dealing with any matters arising during the delivery of the scheme.

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

- Article 6 condition – performance of a contract

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

Your data will be shared with Birmingham Airports appointed contractors which are David Newman Associates Limited and Profix Window Systems Limited for the purpose of completing the agreed works.

### **4. Where your personal information will be stored or transferred to**

All your personal information will be kept on the Airports systems in the UK.

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

Your personal data will be stored for 2 years. After this time, we will minimise the personal data we hold on you by securely deleting all but your address and if the works were accepted and completed. This residual information will be held on record for a maximum of 25 years or until the scheme is completed (whichever comes first). This information is required to allow the scheme to be phased and ensure that properties that have already benefitted from the scheme are not offered further works.

### **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 information by going to

[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
- Rights with regards to automated individual decision making, including profiling

### **Right to object**

The right to object is particularly important if we are processing your information under the conditions of a “public task”, or “legitimate interests”, and you can check that information above in section 2. This is because these conditions must be based on not overriding your rights and freedoms against our purposes for using your personal information. If we are using your personal information on these grounds and you wish to object, please contact us on [dataprotection@birminghamairport.co.uk](mailto:dataprotection@birminghamairport.co.uk)

If you have any questions, 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?**

We are required to give you this information, and the answer for noise complaints is no, it is not for a regulatory purpose, but it is for a contractual purpose, this is the agreement you have with the Airport with regards to the sound insulation scheme.

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

No, we are not using automated decision making or profiling for sound insulation purposes.