

# **Birmingham Airport Limited – Privacy Notice**

## **Department – Sustainability – Community Trust Fund**

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 assess your organisation’s eligibility for a Community Trust Fund grant, to process your application, to make a decision on whether or not to award a Community Trust Fund grant to the organisation you represent and to ensure that any grant is paid correctly, according to the Community Trust Fund rules.

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

- Article 6 condition – the establishment or performance of a contract
- Article 9 condition – not applicable

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

Your information will be shared with the Trustees of the Community Trust, who will make any funding decisions, and with other members of staff of Birmingham Airport Ltd who promote the work of the Community Trust Fund.

### **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 stored and used within 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 the Trustees meeting where your application is considered.

### **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 [here](#) or go 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
- 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)

Telephone: 0121 7678870

### **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?**

If the organisation you represent is successful in receiving a Community Trust Fund grant, your personal information will be used because of a contractual requirement. We need your personal information to decide if the organisation you represent is eligible to receive funding and to effectively process your application. If you do not provide the personal information we are asking for, we will not be able to put your application forward for consideration and your organisation will not receive funding.

### **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.