

## **Birmingham Airport Limited –Privacy Notice**

### **Department – Community Newsletter**

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 would like to get your consent to send you our quarterly Community Newsletter. The newsletter will contain promotion information about Birmingham Airport as well as community information, so we need your consent.

We will continue to send you the newsletter for 3 years, at which point, just before the 3 years come to an end, we will contact you and ask to you opt into the newsletter to continue for another 3 years. If we do not hear from you, we will stop sending you the Newsletter, but you can subscribe again on our website at any time.

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

- Article 6 condition - Consent

You can withdraw your consent for us to send you the Community Newsletter by email at any time by clicking on the unsubscribe link at the bottom of any marketing email we send you. Alternative you can email [yourairport@birminghamairport.co.uk](mailto:yourairport@birminghamairport.co.uk)

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

Your name and email address will not be shared with any individual outside of the sustainability team, who will manage the Community Newsletter.

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

Your information will be held on the Airports UK based Servers only.

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

Birmingham Airport will keep your name and email address for 3 years to enable us to send you the newsletter.

If you do not consent to a further 3 years of receiving the Newsletter, your name and email address will be securely deleted.

## 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 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:

Kristie Marshman  
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?**

No

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

No