

Birmingham Airport Limited – Privacy Notice

Health & Safety

Online training for visitors and employees

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 information to have a unique identifier for your online training. We need to be able to register you and identify that the results of the training belong to you.

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

- Article 6 condition – for the performance of a contract

To work on site at Birmingham Airport all visitors and staff must complete basic Health & safety training.

3. Who we will share your personal information with?

Training is provided by external software supplier. Electro-Media supply the software for our Airport employee training.

Electro Media have access to the personal data held in the software for the purposes of supporting the IT infrastructure only, they will not have access to the information for any other purpose.

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

Your information will be kept on servers which are located in the UK.

5. How long we will keep your personal information for

For training purposes, we will keep your information for 2 years. This allows us to always have a current record of your training, as you are required to take it each year.

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

- 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

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, Kristie Marshman, on the below details.

Postal Address:

Kristie Marshman

Data Protection Officer

Birmingham Airport Limited

Diamond House

Airport Way

Birmingham

B26 3QJ

Email: 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

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?

Yes, there is a contractual and regulatory requirement for employees.

Under the Management of Health and Safety at Work Regulations 1999 employers have a duty to provide Health and Safety training and Employees have a duty to cooperate and undertake training provided, as per their employment contract.

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

Yes, the training system will decide on whether you have passed or failed, depending on your answers to the Health & Safety questions.

If you fail the training, you will be required to take it again until you have passed, otherwise you may not be permitted to continue working on site at Birmingham Airport.

However, all help and assistance will be provided should you require further support.