

AIRSPACE CHANGE PROGRAMME SUPPLEMENTARY CONSULTATION PRIVACY POLICY.

The [data controller](#) is Edinburgh Airport Limited, our contact details, including of our data protection officer, are available at the end of this policy (referred to in this policy as “we” or “us” or “our”).

We are committed to doing the right thing when it comes to how we collect, use and protect information which can identify you, known as “**personal data**”. That’s why we’ve developed this privacy policy (“**Policy**”), which:

- sets out the types of personal data that we will collect;
- explains how and why we collect and use your personal data;
- explains when and why we will share personal data and with which other organisations; and
- explains the rights and choices you have when it comes to your personal data.

This Policy provides information about how we process personal data obtained in connection with our supplementary consultation regarding our Airspace Change Programme (the “**Consultation**”). The Consultation documentation is available at www.letsstofurther.com (the “**Website**”).

PERSONAL DATA THAT WE COLLECT VIA THE WEBSITE OR POSTAL RESPONSES

When you use the Website, as is the case with most websites, certain limited information (such as your browser type, cookies, web browsing preferences and IP address) will be directly collected by us automatically.

Where you choose to respond to the Consultation, we will also directly collect and store personal data about you to enable us to process and analyse the responses. You can see the information you are asked to provide in the Consultation response form, which is:

- your name;
- your postcode;
- your postal or e-mail address (if you choose to be kept up to date);
- if you are responding as an elected official or a representative, those details; and
- your views in relation to the proposed flight path. As this data field is unrestricted, you may voluntarily choose to make available a limited amount of personal data falling into [special categories](#), sometimes called “**sensitive personal data**”. For the purpose of the Consultation, this would only be if you choose to include any such information in your response (e.g. information relating to your health in the context of the Consultation).

Please note that you are not required to provide any personal data in the free text box, but you may choose to do so if you feel it is relevant information.

If you opt to be kept up to date on our Airspace Change Programme by e-mail we will also collect and process your e-mail address or if you opt to be kept up to date by post we will also collect and process your postal address. Please notify us of any changes to your personal data which you have provided to us if you wish to continue to receive updates. If you opt-in to receive updates, you can withdraw your consent to such processing and unsubscribe from receiving updates by emailing us (DPO@edinburghairport.com) or notifying us in writing at any time. However, you should be aware that if you choose to withdraw your consent we will be unable to keep you personally informed about the progress and how it might impact your local area.

If you provide us with personal data about others, for example if you are a representative of your local council, you must ensure that those individuals are aware that you are providing us with their personal data and how we will use it, and that they do not object to that use.

HOW WE USE PERSONAL DATA

We use the personal data collected from the Consultation participants for a number of purposes, including to:

1. ensure that the responses we receive are from individuals and to identify repeat responses;
2. map and analyse for the purposes of the Consultation the areas from which responses have been received (using postcodes);
3. analyse all responses and use the information for the purposes of the Consultation including to resubmit our Airspace Change application to the CAA;
4. on occasion, work with the [Consultation Institute](#) in delivery of the Consultation; and
5. provide you with updates on the Airspace Change Programme if you opt-in to receive them.

WHY WE COLLECT AND USE YOUR PERSONAL DATA AND OUR LEGAL BASIS

We generally process your personal data under one of the following legal bases:

- the processing for purposes detailed at **1 and 2** above is necessary for the legitimate interests pursued by us (in understanding the appropriateness and type of responses and the geographic spread of local views on the Consultation), except where such interests are overridden by your interests or fundamental rights and freedoms which require protection of personal data;
- the processing for the purposes detailed at **3**, and **4** above is necessary for compliance with the CAA's guidance for airspace change (issued in accordance with the CAA's statutory duties under Section 70 of the Transport Act 2000) to which we are subject; or; and
- based on your consent, where you elect to receive updates from us (purpose **5** above).

Before using any special categories of data that you may provide, we will establish an additional lawful ground to those set out above which will allow us to use that information. This additional exemption will typically be:

- the data was voluntarily provided based on consent; or
- processing is necessary for reasons of substantial public interest, on the basis of our legal obligations including under European Parliament and Council Directive for Assessment and Management of Environmental Noise 2002/49/EC, more commonly referred to as the Environmental Noise Directive (END) and Environmental Noise (Scotland) Regulations 2006 which shall be proportionate to the aim pursued.

PROVIDING INFORMATION TO OTHERS

For the purpose of this Consultation, we will be working closely with and may be sharing personal data with:

1. our air traffic control service provider and other professional consultants assisting us with carrying out the Consultation;
2. [Progressive Partnership](#), who will host the online Consultation response form, collect and record paper and online responses, conduct a data analysis of all responses received as part of the Consultation, and manage, on our behalf, Airspace Change Programme communications; and
3. the [Consultation Institute](#), who we may seek advice from or use to assist with delivery of the Consultation.

The other third parties with whom we may need to share personal data to help us run the Consultation include:

- our owner, (see Working with other service providers and group companies below);
- third party service providers who process information on our behalf to help run some of our internal business operations, IT services and customer services (see Working with other service providers and group companies); and

- law enforcement bodies in order to comply with any legal obligation or court order and, where we are otherwise requested to provide information, we may provide it but only in accordance with applicable privacy and data protection laws.

We may disclose or share your personal data with such partners in order that we may operate the Website and organise and run the Consultation. We will only share information with such organisations in accordance with this Policy.

The CAA is subject to [Freedom of Information requests \(FOI\)](#), and the information we supply to the CAA as a result of this Consultation may also be provided by them in response to FOIs. However, the CAA must also comply with data protection legislation and should not provide your personal data in response to FOI requests.

WORKING WITH OTHER SERVICE PROVIDERS AND OUR GROUP COMPANIES

For operational reasons, we may transfer personal data to service providers and our owner who help us manage our systems and processes. These parties may be located in the UK, other countries in the European Economic Area or elsewhere in the world. Different privacy laws may apply in these countries.

We only make these arrangements or transfers where we are satisfied that adequate levels of protection are in place to protect any information held in that country or that the service provider acts at all times in compliance with applicable privacy laws. Where required under applicable laws we will take measures to ensure that personal data handled in other countries will receive at least the same level of protection as it is given in your home country. In particular, where required by applicable data protection laws, we have ensured that such third parties sign standard contractual clauses as approved by the European Commission or other supervisory authority. You can obtain a copy of such safeguards by contacting us (see section below). We may redact data transfer agreements or related documents (i.e. obscure certain information contained within these documents) for reasons of commercial sensitivity.

In the event your personal data is transferred to a foreign jurisdiction, it may be subject to the laws of that jurisdiction and we may be required to disclose it to the courts, law enforcement or governmental authorities in those jurisdictions but we will only do so where required by applicable laws.

KEEPING INFORMATION SECURE

We invest appropriate resources to protect your personal data from loss, misuse, unauthorised access, modification or disclosure. However, no internet-based site can be 100% secure and we cannot be held responsible for unauthorised or unintended access that is beyond our control. Information held on our computer systems and in our paper filing systems is secure to guard against unauthorised or unlawful processing or accidental loss, destruction of, or damage to personal data. We only authorise access to employees who need it to carry out their job responsibilities.

KEEPING YOUR RECORDS

We keep records for as long as required to operate the Website and run the Consultation in accordance with legal and regulatory requirements. Where your information is no longer required, we will ensure it is disposed of in a secure manner.

COOKIES

Our Website uses cookies (which includes third party cookies) to support analytics functionality.

When you first visit our Website a 'cookies banner' will appear directing you to this Policy and if you continue to browse without disabling our cookies you are consenting to our use of cookies as described here.

Cookies are small computer files which are downloaded onto your device and collect information about the way in which you navigate and use our Website and the Internet. The information provided by cookies helps us to provide you with a more personal experience and allows us to make improvements to our Website over time.

Managing our cookies: If you would prefer to restrict, block or delete cookies from us or any other website, you can use your browser to do this. Each browser is different, so check the "Help" menu of your particular browser to

learn how to change your cookie preferences. If you choose to disable all cookies we cannot guarantee the performance of the Website and some features may not work as expected.

To find out more about cookies you can visit www.aboutcookies.org.

ANALYTICS

We use analytics tools on our Website to identify service issues and to help us improve our Website. These tools may be provided by third-party service providers and may include the collection and tracking of certain data and information regarding the characteristics and activities of visitors to our Website. In particular, the Website uses Google Analytics, a web analysis service from Google Inc. Google's Privacy Policy, which explains how Google Analytics uses your information, can be found here:

<https://www.google.com/policies/privacy/>.

You may request further details on our tools and the relevant third parties from us.

YOUR RIGHTS

You have a number of rights in relation to your personal data.

In summary, you may request access to your data, correction of any mistakes in our files, erasure of records where no longer required, restriction on the processing of your data, object to the processing of your data which is carried out on a legitimate interest basis, and ask for further information in relation to profiling or the basis for international transfers. You may also exercise a right to complain to your supervisory authority.

When exercising any of the rights listed below, we will ask you to provide proof of your identity. More information about each of these rights is accessible below.

- **Access**. You can ask us to: confirm whether we are processing your personal data; give you a copy of that data; provide you with other information about your personal data such as what data we have, what we use it for, who we disclose it to, whether we transfer it abroad and how we protect it, how long we keep it for, what rights you have, how you can make a complaint, where we got your data from and whether we have carried out any profiling, to the extent that such information has not already been provided to you in this Policy.
- **Rectification**. You can ask us to rectify inaccurate Information. We may seek to verify the accuracy of the data before rectifying it.
- **Erasure**. You can ask us to erase your personal data, but only where: it is no longer needed for the purposes for which it was collected; you have withdrawn your consent (where the data processing was based on consent); following a successful right to object (see 'Objection' below); it has been processed unlawfully; or to comply with a legal obligation to which we are subject. *We are not required to comply with your request to erase your personal data if the processing of your personal data is necessary: for compliance with a legal obligation; or for the establishment, exercise or defence of legal claims. There are certain other circumstances in which we are not required to comply with your erasure request, although these two are the most likely circumstances in which we would deny that request.*
- **Restriction**. You can ask us to restrict (i.e. keep but not use) your personal data, but only where: its accuracy is contested (see 'Rectification' above), to allow us to verify its accuracy; the processing is unlawful, but you do not want it erased; it is no longer needed for the purposes for which it was collected, but we still need it to establish, exercise or defend legal claims; you have exercised the right to object, and verification of overriding grounds is pending. *We can continue to use your personal data following a request for restriction, where: we have your consent; to establish, exercise or defend legal claims; or to protect the rights of another natural or legal person.*
- **Objection**. You can object to any processing of your personal data which has our 'legitimate interests' as its legal basis, if you believe your fundamental rights and

freedoms outweigh our legitimate interests. *Once you have objected, we have an opportunity to demonstrate that we have compelling legitimate interests which override your rights and freedoms.*

- **Portability.** You can ask us to provide your personal data to you in a structured, commonly used, machine-readable format, or you can ask to have it 'ported' directly to another Data Controller, but only where our processing is based on your consent and the processing is carried out by automated means.
- **Withdrawal of Consent.** You can withdraw your consent in respect of any processing of personal data which is based upon a consent which you have previously provided, which for the Consultation means withdrawing your consent to receive updates from us by email. You can withdraw your consent by contacting us using the details provided below or using the unsubscribe links in the emails.

To exercise your rights you can contact us as using the details in the section below. Please note the following if you do wish to exercise these rights:

- **Identity.** We take the confidentiality of all records containing personal data seriously, and reserve the right to ask you for proof of your identity if you make a request.
- **Fees.** We will not ask for a fee to exercise any of your rights in relation to your personal data, unless your request for access to information is unfounded, repetitive or excessive, in which case we will charge a reasonable amount in the circumstances.
- **Timescales.** We aim to respond to any valid requests within one month unless it is particularly complicated or you have made several requests, in which case we aim to respond within three months. We will let you know if we are going to take longer than one month. We might ask you if you can help by telling us what exactly you want to receive or are concerned about. This will help us to action your request more quickly.
- **Exemptions.** Local laws, including in the UK, provide for additional exemptions, in particular to the right of access, whereby personal data can be withheld from you in certain circumstances, for example where it is subject to legal privilege.

Third party sites

This Policy only applies to the Website. If you land on our Website from other websites (including <http://www.edinburghairport.com/>) or move to other sites from our Website you should read the separate privacy policies.

Updates

This Policy was created on 22 May 2018. From time-to-time, we may update this Policy. We will notify you about material changes by either sending an email message if you provided one to us or by prominently posting a notice on the Website. We encourage you to periodically check back and review this Policy so that you always know what information we collect, how we use it, and with whom we share it.

Contact & Complaints Process

If you have any questions about this Policy, a complaint about how we have handled your personal data or would like to exercise your rights with respect to your personal data, please contact DPO@edinburghairport.com.

You may also contact the [Information Commissioner's Office](#) with any complaint if you remain unsatisfied. We do ask that you please attempt to resolve any issues with us first, although you have a right to contact your supervisory authority at any time.