



# Out of hours and Prior permission

## Privacy Notice – Out of Hours Application and Prior Permission Required Forms

### Introduction

Highlands and Islands Airports Limited (HIAL) is wholly owned by the Scottish Ministers. HIAL operates and manages 11 Airports at Barra, Benbecula, Campbeltown, Dundee, Islay, Inverness, Kirkwall, Stornoway, Sumburgh, Tiree and Wick. Working with our partners and stakeholders, HIAL is committed to supporting the essential socio-economic role of aviation in Scotland by maintaining and developing our airports and the vital services and connections they provide for some of our country's more remote communities.

HIAL uses personal information for a range of purposes, and our privacy notices provide information about why we obtain and collect personal information, and how we process it.

This privacy notice deals with information that we process about those that submit an Out of Hours Permit (OOH) and Indemnity Application Form or a Prior Permission Required Form (PPR). This privacy information relates to information that is considered personal data under data protection laws.

### Why are we collecting your information?

Your information is being collected for the purposes of:

- OOH forms - processing and administering an application to use a HIAL airport outside of operational hours.
- PPR forms – processing and administering PPR forms to fulfil the requirement of approval before arriving, and to ensure that the airport can accommodate them safely, efficiently, and effectively.

The personal information collected on these forms are minimal although where it is collected the personal information is being processed to enter into, or for the performance of, a contract.

### How will my information be used?

This information will be used to process your request or application, including payment of the fee where required.

### Will my information be passed to anyone else?

Your application will be processed by the relevant department/airport at HIAL. Where necessary, your information may also be passed to other organisations managing airport operations at HIAL airports, for example, ground handling companies. Aircraft details for PPR forms may be passed to HIAL by an aircraft's ground handling agent.

The Finance Team will process payment information. HIAL uses data processors to provide some IT systems, which includes the system for managing and paying invoices. Your information will also be passed to organisations that manage the payment process where you make a payment using a card.

Data processing agreements are place with all organisations that process personal information on HIAL's behalf, which require processing to be carried out within the EEA, or for appropriate safeguards to be in place where it is carried out by an international organisation. As far as we are able to establish, information relating to processing payments is not transferred internationally.

### **What happens when my information is no longer required?**

Information relating to your application is retained for:

- OOH forms – 3 years from the date of expiry of the permit.
- PPR forms – 3 months from date of departure.

Information relating to payments will be retained for 6 years from the end of the financial year.

### **Additional Rights**

Under the UK GDPR, you have several rights in relation to your personal information. You have the right to:

- Be informed about the collection and use of your personal data
- Access personal data held about you and receive a copy
- Have factual inaccuracies in your personal data rectified
- In certain limited circumstances only, restrict the processing of your data or to have personal data erased, or to ask for data portability
- Object to how your personal data is being processed.

Requests that relate to rectification, erasure or restricting processing will be passed to any recipients of your personal information. Details of recipients can be found under the section *Will my information be passed to anyone else?*

There may be occasions when HIAL is unable to comply with requests to exercise the rights above. Should this apply to a request you make, it will be explained to you why HIAL is unable to comply with the request and any options available.

For more information on how to exercise any of these rights, please contact the Data Protection Officer at [dpo@hial.co.uk](mailto:dpo@hial.co.uk).

You can find independent advice about personal data rights provided by the [Information Commissioner's Office](#)

### **Complaints**

Should you be unhappy with the way in which HIAL have processed your personal data we would like an opportunity to resolve the matter and you should contact [dpo@hial.co.uk](mailto:dpo@hial.co.uk) in the first instance.

You have the right to lodge a complaint with the Information Commissioner, who regulates data protection legislation across the UK. Their contact details can be found at <https://ico.org.uk>