

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

Introduction

Highland and Islands Airports Limited (HIAL) is a public corporation wholly owned by the Scottish Ministers. The company operates and manages 11 Airports at Barra, Benbecula, Campbeltown, Dundee, Islay, Inverness, Kirkwall, Stornoway, Sumburgh, Tiree and Wick. HIAL's airports are vital to the social and economic welfare of the areas they serve, but are loss making, and are supported by subsidies from the Scottish Government in accordance with Section 34 of the Civil Aviation Act 1982.

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). Please note that information is only covered by data protection laws where it is personal information. Any information submitted on an application form that is corporate data will not be covered by this notice.

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. Personal information is being processed to enter into, or for the performance of, a contract.
- PPR forms – processing and administering PPR forms is required to ensure that landings are managed safely and in accordance with the relevant regulations. The personal information collected on these forms are minimal although where it is collected, will be processed as part of a task being carried out in the public interest.

What Information is Collected?

The following information is required:

- Name and address of aircraft owner/operator (OOH and PPR)
- Aircraft details including call sign where used (OOH and PPR)
- Journey details and number of inbound and outbound passengers (PPR)
- Indemnity information (OOH)
- Payment details, depending upon the payment method (card details are taken by telephone) (OOH)

Some of this information for PPR forms may be passed to HIAL by an aircraft's ground handling agent.

Please note: Barra Airport has an operational webcam that is likely to capture images of the majority of aircraft landing at the airport. For further information please see the CCTV and Webcams Privacy Notice – <https://www.hial.co.uk/wp-content/uploads/2019/01/Privacy-Notice-CCTV-updated-January-2019.pdf>.

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.

Payment information will be processed by the Finance Team. 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.

HIAL has a contracted service for the provision of a Data Protection Officer (DPO) and your information may be processed on HIAL's behalf in the course of providing that service, for example for the purposes of auditing data protection compliance.

What happens when my information is no longer required?

Information relating to your application is retained for:

- OOH forms – 3 months from the date of expiry of the permit
- PPR forms – 3 months from the date they are actioned.

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

Additional Rights

Under the GDPR, you have a number of rights in relation to your personal information. You have the right to:

- i. request access to your personal information
- ii. request rectification of your personal information which means you are able to have inaccurate personal information corrected without undue delay
- iii. request erasure of your personal information when certain conditions apply
- iv. restrict processing under certain circumstances
- v. object to processing
- v. data portability in some circumstances.

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.

Where your personal information is being processed using consent, one further right is the right to withdraw your consent at any time. You should be aware that, while HIAL will stop using your information for that purpose with immediate effect, it may not always be possible to remove information from the public domain, for example where it has been used in hard copy publications. You should also be aware that the ability to withdraw consent only applies to information considered to be personal. It does not usually apply to information about groups or organisations. You can find out how your personal information is being lawfully processed under the section [How Will My Information Be Used?](#)

Complaints

Should you be unhappy with the way in which HIAL have processed your personal data, 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/>.

Contact Details

HIAL's Data Protection Officer (DPO) is Liz Taylor at ltaylor@hial.co.uk. For matters relating to either the OOH or PPR forms, please use the contact details on those forms in the first instance as the DPO cannot assist with operational matters.