

Privacy Notice – Lateral Flow Testing

Introduction

This privacy notice provides information to those using the lateral flow testing being provided by Highlands and Islands Airports Limited (HIAL).

Why are We Collecting Your Information?

Your information is being collected for the purposes of:

- Managing your booking for one or more lateral flow tests
- Managing your lateral flow test at the airport

What Information is Collected?

The information we collect from you is required to provide you with the lateral flow testing services.

To manage your booking, we will collect:

- Name
- Contact details

To manage your lateral flow test at the airport, we will collect from you:

- Name
- Date of birth
- Passport number
- Test result (negative or referred)

How will my information be used?

Managing Your Booking

Your information will be used to manage the contract we have with you when you book one or more lateral flow tests. As part of the booking process, HIAL will share your name and contact details with the Gov.uk site who will manage any payments for this service.

Managing Your Lateral Flow Test

Your test will be managed by an appropriate health care professional at Inverness Airport. The information collected will be used to manage your test and produce a certificate of the results.

We will ask for your consent to process information relating to your lateral flow test and record your consent along with your test information.

Will my information be passed to anyone else?

The lateral flow testing system is managed by dedicated teams within HIAL and the tests will be run by health care professionals contracted by HIAL.

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.

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.

Other than described above, HIAL will never pass personal information to any other third party, unless there is a statutory requirement to do so or the processing is otherwise lawful.

What happens when my information is no longer required?

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

Information relating to your test will be retained for no longer than 48 hours after which it will be securely destroyed.

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;
- ii. request erasure of your personal information when certain conditions apply;
- iii. restrict processing under certain circumstances;
- iv. 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.

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 is Liz Taylor at ltaylor@hial.co.uk. For matters relating to the contract, please contact your contract manager in the first instance.