



Groundhandling Approvals Privacy Notice

General Statement

This Privacy Notice relates to the Irish Aviation Authority (IAA) privacy practices in connection with our use of your personal data in relation to Groundhandling Approvals. The IAA is the Controller of all personal data that is collected as a part of the application process for a Groundhandling Approval.

The IAA is fully committed to processing all personal data in line with data protection laws and principles. This privacy statement is provided to you in line with our obligation under the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

Being transparent about how we process your personal data is important to us. Therefore, through this privacy notice we aim to keep you informed about data processing activities carried out by us specific to the approval and monitoring of Groundhandling operators.

Personal Data Collection

We collect and process personal data in relation to owner, directors, employees, shareholders, professional advisors of applicant companies. The personal data collected includes:

- a. Name and contact details (telephone number and email address),
- b. Curriculum vitae,
- c. Shareholding details, and
- d. Training details relating to staff.

Purpose of Data Processing

We process your personal data to:

- a. Examine and grant the Groundhandling Approval,
- b. To communicate with relevant stakeholders,
- c. To monitor compliance with conditions of the Approval, and
- d. To perform all other ancillary activities in relation to granting approval and monitoring.



Lawful Basis for Processing

The IAA is responsible for granting Groundhandling Approvals in accordance with Council Directive 96/67/EC and European Communities (Access to the Groundhandling Market at Community airports) Regulations, 1998 (S.I. No. 505 of 1998). Therefore, the IAA processes your personal data for exercising the official authority vested in it.

Automated Decision-Making

The data subjects will not be subject to automated decision making by the IAA.

Data Sharing

We will potentially share your personal data with third parties such as Comptroller and Auditor General, internal auditors, Airport Authorities and professional advisors hired by us.

Data Security

We have implemented appropriate technical and organisational measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or accidentally disclosed. These measures include, but are not limited to, policies and procedures, access controls and password protection. The IAA staffs and the third parties with whom the data is shared have a legal duty to keep information about you confidential and safe whether it is held in paper or electronic format.

Data Retention

We will retain your personal data in line with our Data Retention and Destruction Schedule. After expiry of the retention period, we will securely destroy your personal data.

Data Subject Rights

As a data subject you have the following rights under the GDPR:

- a. Right to access your personal data
- b. Right to have any incorrect personal data rectified
- c. Right to have your personal data erased (where appropriate)
- d. Right to object or restrict processing of your personal data (where appropriate)
- e. Right to request for transfer your data to another organisation
- f. Right not to be subjected to automated decision making and profiling



If you wish to exercise any of the above rights, please contact our Data Protection Officer using the contact details below:

Email: dataprotection@iaa.ie

Postal Address: Irish Aviation Authority, The Times Building, 11-12 D'Olier Street, Dublin 2, D02 T449

Right to Lodge a Complaint

In addition to the rights mentioned above, you also have the right to lodge a complaint with a supervisory authority, which in Ireland is the Data Protection Commission using the following contact details:

E-mail:

info@dataprotection.ie

Telephone: +353761104800

Fax: +353 57 868 4757

Postal Address: Data Protection Commission, Canal House, Station Road, Portarlinton, Co. Laois R32 AP23 or 21 Fitzwilliam Square Dublin 2, D02 RD28

Changes to the Privacy Notice

We may modify or update this privacy notice from time to time. Please review this privacy notice from time to time to check whether we have made any changes to the way in which we use your personal information.