



Accessing Head Office

Privacy Notice – Accessing Head Office

Introduction

Highland and Islands Airports Limited (HIAL) is 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 document provides information about how your data is collected, how it is used and the basis for processing your data when accessing HIAL's Head Office.

What information is collected?

We will only collect the minimum amount of information from you, and only where we require it.

For access the HIAL Head Office, the data collected will be your name, and for visitors, Company or Organisation if applicable.

For HIAL employees this is collected once you initially register your pass with the staff and visitor management device and your information is processed each time use your pass to gain entry to Head Office and also scan your pass each time on the staff and visitor management device.

For Visitors, your personal data is collected either at the point of your visit or prior to your visit. Upon arrival you be asked to register your name, and company/ organisation if applicable, into the staff and visitor management device. Alternatively, your name may be pre-registered on to the system prior to an expected visit. Your data will then appear on your temporary pass.

Why are we collecting your information?

To ensure that all HIAL employees and visitors within the building are present and accountable in the event of an evacuation. In the event of an evacuation Fire Marshals will have access to a list of names of persons present and will be able to check off names and inform emergency services where necessary.

Our use of your personal data falls within lawful grounds under data protection legislation. These include where processing of personal data is necessary to for the purposes of legitimate interest and to comply with legal obligations.

Will my information be passed to anyone else?

HIAL uses a data processor who provide the staff and visitor management device. Your personal information will not be transferred to any countries that are outside of the UK.

Other than described above, HIAL will never pass personal data to a third party, unless the processing is otherwise lawful, for example to emergency services if required in the event of an evacuation.

What happens when my information is no longer required?

For Visitors, your information will be held with the system for seven days, however if you are a repeat visitor over a number of days, then your information will be held within the system for one month to ensure you have access for your visits.

It would then be necessary to re-register on subsequent visits.

At the end of a visit please deposit your printed visitor pass in the secure receptacle and all used passes will be securely disposed of.

Additional rights

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

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

Requests that relate to rectification, erasure or restricting processing will be passed to any recipients of your personal information.

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.

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, 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/>