

9.2. Annex 2 – Privacy Notice

1. Overview

This Policy applies where we are acting as a data controller with respect to your personal data as provided in this Policy.

We at Malta International Airport p.l.c. are committed to protecting your privacy and we will not collect any personal information about you unless you provide it voluntarily. We consider that we have a legal duty to respect and protect any personal information you provide to us and we will abide by such duty. We take all safeguards necessary to prevent unauthorised access and we do not pass on your details collected from you as a visitor, to any third party, other than as provided in this notice.

Any personal information you communicate to us is kept within our own records in accordance with the relevant data protection and privacy laws to which the Parties are subject including but not limited to the Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act, Chapter 586 of the Laws of Malta and subsidiary legislation thereto, as may be amended from time to time.

2. Data Controller

Malta International Airport p.l.c. (the "Company"), a company registered under the laws of Malta with registration number C12663 and having its registered address at Malta International Airport, Luqa, LQA 4000, Malta, is the data controller and responsible for any personal data collected, stored or processed under this Policy.

The Company has appointed a Data Protection Officer ("DPO"), Mr. Heinz Lachinger, who is responsible for ensuring compliance with data protection legislation. The DPO may be contacted via email on dataprotection@maltaairport.com or via telephone on (+356) 2369 6661.

3. What amounts to personal data?

The term "personal data" refers to all personally identifiable information about you, such as your name, surname and address, and includes all information which may arise that can be identified with you personally.

4. Scope

This Policy applies to the Company's processing of your personal data when you participate in one of the following:

- i. Planned and authorized events by the Company that are scheduled by schools or institutions within Malta International Airport, where students are expected to visit designated areas as part of their educational and curriculum delivery; and/or
- ii. Planned and authorized events by the Company which are coordinated by the Aerodrome Safety Department and shall be limited to flying schools or other institutions requiring to visit manoeuvring areas for educational or operational requirement; and/or
(i) and (ii) shall be referred to as the "**Airport Visits** ")
- iii. A Career Exposure initiative in line with the Career Exposure Experiences Guidelines as issued by the Directorate for Educational Services, Student Services Department, October 2014, for placements of students at the workplace (referred to as the "**Career Exposure Experience** ").

Generally, you would have provided your personal data to the Company. However, we may also collect personal data about you from third party sources, such as your institution.

For the purposes of this Privacy Notice, the definition of "**Institution**" may include amongst others Flying Schools, Universities, Primary Schools, Secondary Schools, Colleges that apply for an Airport Visit or that consider the Company for placement of students for the Career Exposure Experience.

5. Processing of Personal Data

5.1 Purposes of Processing

The Company shall process your personal data in line with the purposes of processing provided under the Career Exposure Experience Agreement including the following:

- i. Planned and authorized events by the Company that are scheduled by schools or institutions within Malta International Airport, where students are expected to visit designated areas as part of their educational and curriculum delivery;
- ii. To determine your eligibility and participation to the Career Exposure Experience;
- iii. Company security screening;
- iv. to ensure the safety of staff and visitors;
- v. to detect, prevent or reduce the incidence of crime and ensure safety and security, by means of CCTV audio-visual footage. Further information on this purpose of processing can be found on <https://www.maltairport.com/cctv-policy>
- vi. to provide emergency services assistance;
- vii. provision of first aid;
- viii. for occupational health and safety requirements;

The Company shall process your personal data in line with the purposes of processing provided under the Airport Visits Agreement including the following:

- i. Planned and authorized events by the Company which are coordinated by the Aerodrome Safety Department and shall be limited to flying schools or other institutions requiring to visit manoeuvring areas for educational or operational requirement;
- ii. To determine your eligibility and participation to Airport Visit;
- iii. Company security screening;
- iv. to ensure the safety of staff and visitors;
- v. to detect, prevent or reduce the incidence of crime and ensure safety and security, by means of CCTV audio-visual footage. Further information on this purpose of processing can be found on <https://www.maltairport.com/cctv-policy>
- vi. to provide emergency services assistance;
- vii. provision of first aid;
- viii. for occupational health and safety requirements;

5.2 Categories of Personal Data

For these reasons the information processed may include the name and surname, email and mobile number of the Appointed Visitor's Representative and the Head of School/Administrator for Airport Visits; name and surname, email and mobile number of the Appointed College Representative and the Head of School/Administrator for the Career Exposure Experience; name and surname, email and mobile number of contact persons in case of emergency; school, college, flying school or university students; visual images; personal appearance and behaviours; audio information; name and surname and contact details of next of kin, parents or legal guardians;

5.3 Lawful Basis of Processing

- i. Your consent or your parents'/legal guardians' consent – in which case, Our processing shall be limited to the purposes specifically indicated when your consent was requested. You can withdraw your consent at any time by contacting visit@maltairport.com or by telephone on (+356) 2124 9600;
- ii. Our legitimate interests – in particular legitimate interests which may arise directly or indirectly in relation to CCTV footage, safety and security and for the purposes of establishing, exercising or defending legal proceedings. When we process your personal data on the basis of our legitimate interests, we ensure that the legitimate interests pursued by us are not overridden by your interests, rights and freedoms;
- iii. Compliance with legal obligations imposed on Us – in particular obligations imposed on Us as a result of occupational health and safety, airport security, and to prevent, detect, respond or report other potential illegal activities.

Note that special categories of personal data include data revealing your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic, biometric or health data, sexual orientation and data related to your conviction and offences. The collection of special categories of personal data, is typically limited to health data provided directly from you, or your parents' / legal guardians' through the consent form, which data is used for health and safety purposes. Typically, we do not process other special categories of personal data; generally, we would only process such data if we were involved in the establishment, exercise or defence of legal claims. When the processing of special categories of personal data is envisaged for other purposes, we shall ensure that we have additional grounds for processing your personal data and will communicate to you any relevant information which may be required under applicable laws.

6. Third Party Recipients

We may share your personal data with the following third-party recipients:

- i. the institution that you are part of as a student or employee which apply for a placement with the Company for Career Exposure Experience, or which schedule Airport Visits with the Company;
- ii. selected individuals within the Company, on a need-to-know basis;
- iii. any service providers that may have access to your personal data in rendering the Company with their support services, including IT;
- iv. AVSEC; and/or
- v. third parties to whom disclosure may be required as a result of legal obligations imposed on Us;
- vi. Access to recorded CCTV audio visual data by third parties that are eligible to it (i.e. Police, Malta Security Services) and which is recorded by the Company. Access to CCTV footage is recorded in the form of an access log in the Milestone System software.

Unless specifically instructed and consented by you, we do not share your personal data with any entity located outside of the EU or EEA.

7. Automated Decision-Making and Profiling

Your personal data will not be used for any decision solely taken on the basis of automated decision-making processes, including profiling, without human intervention.

In the interest of transparency, note that we use systems which could profile you. Such systems are used by us exclusively to [examples: anti-money laundering and combating the funding of terrorism legislation; employment; fitness for work or placement etc]. As stated, no automated-decision will result from our use of such systems.

8. Data Retention

We retain your personal data exclusively for the period which is lawfully permissible to retain your personal data. Thereafter, your personal data shall be immediately and irrevocably destroyed.

Any personal data which we may hold on the basis of your or your parents' or legal guardian's consent shall be retained exclusively until when this consent is withdrawn. We typically retain your personal data for up to 3 years, after which we shall destroy your personal data, unless we need to defend ourselves from civil or criminal cases filed against the Company, or there is a legal obligation imposed on the Company to retain such information, in which case the Company shall retain your personal data for such longer period.

9. Technical and Organizational Security Measures

The Company shall implement and maintain appropriate and sufficient technical and organisational security measures, taking into account the nature, scope, context and purposes of the processing as Malta International Airport p.l.c. as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, to protect personal data against any unauthorised accidental or unlawful destruction or loss, damage, alteration, disclosure or access to personal data transmitted, stored or otherwise processed and shall be solely responsible to implement such measures.

The Company shall ensure that its staff who process personal data are aware of such technical and organisational security measures and shall ensure that such staff are bound by a duty to keep personal data confidential.

The technical and organisational security measures in this clause shall mean the particular security measures intended to protect personal data of individuals in accordance with any privacy and data protection laws.

10. Rights of Data Subjects

For as long as the Company retains your personal data, you can exercise your rights at law which include the following:

Right of Access – you have the right to ascertain the personal data that the Company hold about you and to receive a copy of such personal data.

Access requests can be lodged via the online form on www.maltairport.com/data-protection or via email to dataprotection@maltairport.com or by letter to:

Head of Safety & Security, Fire Services & Procurement
c/o Malta International Airport plc.
Luqa, LQA4000
Malta

Right to Rectification – Data subjects also have the right to request that inaccurate data be corrected or erased and to seek redress for any damage caused. Procedures are in place to ensure all such access requests are dealt with effectively and within the law.

Right to Lodge a Complaint – Data subjects have the right to lodge a complaint regarding the processing of their personal data with the supervisory authority for data protection matters. In Malta this is the Information and Data Protection Commissioner ("IDPC"), with whom a complaint can be lodged on the IDPC's website via this link.

Right to Erasure – in certain circumstances data subjects may request the Company to delete the Personal Data that is held about them;

Right to Object – data subjects have a right to object and request that the Company ceases the processing of their personal data where the Company relies on its own, or a third party's legitimate interest for processing personal data;

Right to Portability – data subjects may request the Company to provide personal data of the data subject in a structured, commonly used and machine-readable format. Where technically feasible, data subjects may also request that the Company transmits their personal data to a third-party controller indicated by the data subjects;

Right to Restriction – data subjects have the right to request the Company to stop using their personal data in certain circumstances, including if they believe that the Company is unlawfully processing their data;

Data subjects' rights are not absolute, and the Company may not be able to entertain the above requests if it is prevented from doing so in terms of the applicable law.

Data subjects may exercise the rights indicated in this section by contacting the Company's Data Protection Officer via email on dataprotection@maltairport.com or via telephone on (+356) 2369 6268.

11. Where Personal Data Related to Data Subjects is Provided to the Company

Where the institution supplies to the Company Personal Data of third party Data Subjects such employees, students, affiliates, service providers, customers or any other individuals connected to the institution, the latter shall be solely responsible to ensure that:

- a. it immediately brings this Privacy Notice to the attention of such Data Subjects and/or directs them to it;
- b. the collection, transfer, provision and any Processing of such Personal Data by the institution fully complies any applicable laws;
- c. the institution remains fully liable towards such Data Subjects and shall adhere to the applicable data protection laws;
- d. the institution shall remain solely responsible to collect any information notices, approval, consents or other requirements that may be required from such Data Subject before providing the Company with their Personal Data;
- e. the institution shall remain solely responsible for making sure the information it gives to the Company is accurate and up to date, and it must inform the Company as soon as there are any changes to the Personal Data.

The institution hereby fully indemnifies the Company and shall render the Company completely harmless against all costs, damages or liability of whatsoever nature resulting from any claims or litigation (instituted or threatened) against the Company as a result of the provision of said Personal Data to the Company.

12. Feedback and Complaints

Data subjects can address any concerns over use of their personal to the Company's Data Protection Officer who may be contacted via email on dataprotection@maltairport.com or via telephone on (+356) 2369 6268.

13. Updates

We may update this Privacy Notice in Our sole discretion including as result of a change in applicable law or processing activities. Any such changes will be communicated to you prior to the commencement of the relevant processing activity.

Last updated on 02nd March 2022.