

Information on data protection to collect personal data in accordance with Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR) for our customers, visitors and suppliers



We are informing you hereby about how your personal data is processed and about your rights under the data protection laws. Which data is processed and how it is used depends largely upon the services provided and agreed.

1. Person responsible for data processing and who can I contact:

Responsible body:

Lahrer Flugbetriebs GmbH & Co. KG

Schlehenweg 2

77963 Schwanau

Airport management

Fritz-Rinderspacher-Str. 9

77933 Lahr

07821/ 994-200

ops@edtl-airport-lahr.de

Data protection officer:

EmEtz GmbH

Max-Eyth-Str. 8

71672 Marbach

Mail: datenschutz@emetz.de

2. What data we process, why we process your data (purposes of processing) and on what legal basis we do this:

We process personal data in compliance with the EU General Data Protection Regulation (GDPR) and all other relevant laws. The processing of personal data (Art. 4 No. 2 GDPR) is usually always necessary if a business relationship with you is being initiated or already exists. The purposes of processing are primarily based on the service to be provided by us. Below we will explain to you about “core processing” in our company. In addition, there may be other processing operations, about which you will be informed separately in the respective process.

- **To fulfill contractual obligations (Art. 6 No. 1b) GDPR)**

Purposes of data processing	Categories of data
Processing of orders, bookings, applications, preparation of offers, aircraft parking and pre-contractual measures, including confirmation of the above facts	personal data, contact details, contract
Customer master data management	personal data, contact details
Supplier master data management	personal data, contact details
Flight data collection	personal data, contact details, flight, contract, bank
Accounting and Invoice	personal data, contact details, bank
Organization of online meetings	personal data, contact details

Conducting online meetings (as a matter of principle, we do not make recordings of the meetings.)	personal data, contact details, log data (meeting metadata), connection data, if necessary, text, audio and video data
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▪ **Based on your consent (Art. 6 No. 1a GDPR, Art. 9 No. 2a) I. N. C. Art. 7 GDPR**

Insofar as we have given us consent to the processing of personal data for certain purposes by you, the lawfulness of this processing is given based on your consent. Once consent has been given, it can be revoked at any time. It should be noted that the revocation is effective for the future. Processing carried out before this revocation is unaffected by this.

Purposes of data processing	Categories of data
Sending Newsletter	personal data, contact details

▪ **In the context of the balancing of interests (Art. 6 No. 1f GDPR)**

To the extent necessary, we also process your data to safeguard our legitimate interests or those of third parties. This may be the case, for example, with:

Purposes of data processing	Categories of data
Ensuring IT security and IT operations	protocol data, log data, technical data
Statistical purposes	flight billing data, contact details
Prevention and investigation of criminal offences	Occasion-related all categories of data
Advertising purposes, postal advertising	personal data, contact details

▪ **Processing based on legal requirements (Art. 6 No. 1c GDPR)**

In the area of legal obligations, your personal data will be processed based on retention periods under commercial and tax law as well as required information to authorities. But also due to legal requirements from air traffic control.

Purposes of data processing	Categories of data
Background checks	personal data, evidence
Registration Customs and Federal Police	personal data, ID card details
Visitor badges	personal data, Employer data
Permanent passes for pilots	personal data, ID card details

3. To whom the data will be passed on (Categories of recipients):

Data processing within the company:

We have bundled certain data processing operations in our company. These are handled centrally by specialized divisions. Your data may be processed, for example, for telephone customer service, invoice processing or mail processing.

External contractors and service providers (this also includes processors):

To fulfil our tasks and contracts, we sometimes use external contractors and service providers. These include e.g., Shredder, Print Service Providers, Cloud Providers, Maintenance companies, Factory security offices and our IT service providers in a group of companies.

Other recipients:

In addition, data may go to recipients to whom we are obliged to pass on due to legal obligations (e.g., Law enforcement agencies and court), e.g., but not conclusively, Federal police, Air traffic control, State Aviation Authority, State Police, Prosecution, customs duty, Search & Rescue Service (SAR)

4. Further information

Duration of data storage:

To the extent necessary, we process and store your personal data for the duration of our business relationship. This also includes the initiation and execution of a contract/order. In addition, we are subject to various retention obligations, which result from the German Commercial Code, among others. Finally, the storage period is also determined by the statutory limitation periods, which are usually 3 years, but can also be up to 30 years.

Data transfer to third countries:

A transfer of personal data to third countries (Countries outside the EU and the European Economic Area EEA) or to an international organization will only take place, insofar as this is necessary for the initiation or execution of the contract, the disclosure is required by law, or you have given us your consent and only in compliance with the data protection requirements prescribed for this purpose.

Rights of data subjects:

You can request information about the data stored about you via the contact details provided above. (Art. 15 GDPR). In addition, under certain conditions, you can request the correction or deletion of your data (Art. 16 and 17 GDPR). You have the right to request the restriction of the processing of your personal data (Art. 18 GDPR). In addition, you have the right to receive the data you provide in a structured, commonly used machine-readable format (Art. 20 GDPR).

Is there an obligation to provide data?

In the context of a business initiation or business relationship with us, you generally only must provide the data that we need to establish, carry out or terminate this relationship. Without the provision of the required data, we may have to refuse or be unable to establish a business relationship or even must terminate such a relationship.

Right to lodge a complaint:

You have the option of contacting the above-mentioned data protection officer or a data protection supervisory authority with a complaint.

Right to object:

For legal reasons, we would like to inform you of your following right to object. We do not engage in direct marketing with your personal data as stated therein.

If we process your data for the purposes of legitimate interests, you may object to this processing if there are reasons for your situation that militate against the data processing. We will then no longer process your personal data, unless we can demonstrate compelling legitimate grounds for the processing, override your interests, rights and freedoms or the processing serves the establishment, exercise or defense of legal claims.