

## Information personal data processing

The following document contains information about the processing of personal data. We process personal data to the extent that is necessary for the execution of the contract or legitimate interest of our company.

### Responsibility for data processing

Flughafen Berlin Brandenburg GmbH  
12521 Berlin  
Germany

### Purposes & legal basis

We process personal data based on the provisions of the EU General Data Protection Regulation ("GDPR") as well as national data protection regulations.

#### 10. Statutory provisions (Article 6(1) lit. c GDPR)

We are subject to the statutory requirements of the *Handelsgesetzbuch* (the Commercial Code, the "HGB") and the *Abgabenordnung* (the Fiscal Code, the "AO"), which oblige us to process business communications and invoice-relevant documents without regard to the personal data contained therein.

#### 11. Fulfillment of contractual obligations (Article 6(1) lit. b GDPR)

To the extent, we receive an order from you to provide services we process all data received from you, which is necessary in connection with the initiation and execution of the contract in order to fulfill or to enforce all the rights and obligations arising from the respective contractual relationship.

#### 12. Legitimate interests (Article 6(1) lit. f GDPR)

Moreover, for safeguarding legitimate interests of our company, it shall be permissible, giving due consideration to your legitimate interests, to process your personal data. A legitimate interest exists particularly if: (i) you have contacted us for business purposes or to order services from us, (ii) you have requested information about services or products of the airport operator, (iii) you request special treatment regarding airport security regulation for you, your entourage or your belongings, (iv) your data are necessary for safe and secure flight operations, or (v) for market research.

### Data categories

We only process such personal data that we receive directly in the course of execution of the contract, e.g.:

Name, first name, title, business address, additional contact data (telephone, email), gender, date of birth, job position, employer, flight number, special orders, license to carry firearms, fellow passenger or reduced mobility information.

In the course of initiating business, during a business relationship or in the course of registering for services or services, further contact information may be collected, e.g. information on the contact method, date, occasion and result, (electronic) copies of correspondence, telephone notes, information on participation in direct marketing measures and, where applicable, your private address and contact details, if provided by you.

### Data transfer

Your data shall be used within our company. Only the areas of the organization shall receive such information about your person or concerning contractual content that they require for

their work. Furthermore, third parties may receive data for the performance of our tasks insofar as this is necessary for the provision of services. We can transfer your data to, e.g., airlines, ground handling agents, federal police or customs authority to perform our services. All third parties are legally or contractually obligated to data protection.

Further, data processing might be delegated to third parties. In particular, third parties are if they provide specific services for business-related processes. This may involve the mere storage of data, the maintenance of IT systems, or even providing entire software applications.

### Your rights

At any time, without providing any reasons, and at no charge, you can obtain access to your personal data stored by us. Equally, you may request that your data be blocked, rectified, or deleted, to the extent permitted by law. Further, you have the right to data transfer or restriction of processing under the statutory preconditions.

Furthermore, you have the right to object, with effect for the future, to the possibility of processing and using your personal data, to the extent that legitimate data processing pursuant to Article 6(1) lit. e or Article 6(1) lit. f GDPR requires such based upon a particular situation. If you have objected to data processing or data use, your personal data will be deleted or anonymized. If data deletion is not possible, due to legal or any other retention regulation, the personal data will be blocked.

Please address claims to the contact address of our company known to you or to the above address.

### Data storage

We will store personal data as long as necessary to fulfill statutory or business purposes. Afterward we will delete all personal data. Data collected in the course of execution of contract in accordance with civil, commercial, and tax law (the *Bürgerliches Gesetzbuch* (the Civil Code)), the HGB, or the AO) in order to comply with statutory retention regulations can range between 3 and 10 years.

### Data protection

Should you have any questions or suggestions concerning data protection, you can also contact our corporate's data protection officer at any time. To do so, please write to us at:

Flughafen Berlin Brandenburg GmbH  
Corporate Data Protection Officer  
12521 Berlin  
Germany

Additionally, in the event that relevant facts and circumstances are present, it shall be possible to lodge a complaint concerning the processing of personal data with the state data protection commissioner (*Landesdatenschutzbeauftragte*) of Berlin holding responsibility for our company or with any other data protection authority of a German Federal State.