

Information leaflet on personal data processing

With the following information we would like to give you an overview of the personal data processing operated by us. We only process your personal data when it is necessary to do so by law in order to provide a service, initiate a contract or implement a contract, or when you have given your consent to data processing.

Data processing controller

Flughafen Berlin Brandenburg GmbH
represented by the management
12521 Berlin

Purposes & legal basis

We process your personal data in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and national data protection regulations.

1. Compliance with legal obligations (Article 6 par. 1, b) GDPR)

Personal data is processed in order to initiate and implement contracts, perform duties and enforce rights arising from a contractual relationship with you.

2. Legitimate interests (Article 6 par. 1, f) GDPR)

It may also be permitted to process your personal data for the purpose of protecting legitimate interests on our part, taking your interests that require protection into consideration. In particular, our company is considered to have a legitimate interest when you contact us for business purposes or when you keep in contact with us, have requested information about the airport operator's services or products or work at the airport, or when your data is required for the safe, smooth airport operation as well as for market and opinion research or credit checks.

3. Legal requirements (Article 6 par. 1, c) GDPR)

As an airport operator, we may also have legal obligations to process personal data. In particular, these may arise from commercial and tax laws, aviation security laws or corresponding official requirements (EASA; LUBB).

Data categories

We process personal data that we obtain from you directly, such as:

last name, first name, phone number, date of birth, email, client, if applicable tax number, if applicable bank data/invoice data and if applicable address of residence, airline used, flight number, flight destination, flight day, time, if applicable number of guests travelling with you, flight class, PNR code, if applicable FQTV code

With a business order of services further information may be recorded, e.g. information regarding contact method, date, reason and results, (electronic) copies of the written correspondence, telephone notes and, if applicable, private address and private contact data, insofar as these were provided by you.

Data transfer

Your data is processed within our company. Only the organisational units within our company that need information about you personally in order to perform their tasks obtain such information.

Insofar as you receive access to our services through your airline, credit card provider or other customer programmes,

we shall process and transmit the following data for settlement purposes to the respective contractual partner which makes the access available to you:

passenger name, airline, flight number, flight destination, flight day, time of lounge use, if applicable number of passengers, flight class, PNR code, if applicable FQTV code

Data subject rights

You can receive information about the data stored in relation to your person from us free of charge at all times and without stating any reasons. You can also request the rectification or erasure of your data insofar as this is permitted by law. Furthermore, you are entitled to the right to data portability or restriction of the processing in accordance with legal requirements.

You also have the right to object to the possibility of the processing and use of your personal data with effect for the future, where this is necessary for legitimate data processing in accordance with Article 6 Para. 1 Sentence 1 lit. e or lit. f GDPR owing to a special situation on your part. If you have objected to the data processing or data use, your personal data will be erased or anonymised, insofar as no other legitimate reason exists for the further processing (e.g. fulfilment of statutory storage regulations)

Please send corresponding claims to the contact address of our company known to you or the aforementioned address.

Data storage

Personal data is stored by us for as long as it is necessary for use as well as in accordance with statutory requirements. If your data is not being used for the aforementioned purposes, it will be erased or anonymised, if no other legitimate reasons exist. As a rule, the storage deadlines under tax law are up to 10 years. Booking details are, as far as admissible by law, erased after 3 years.

Data protection

If you have any questions or suggestions regarding data protection, you can also contact the Data Protection Officer of our company group at all times. Send an appropriate message about this to us at:

*Flughafen Berlin Brandenburg GmbH
Konzerndatenschutzbeauftragter
(Group Data Protection Officer)
12521 Berlin*

datenschutz@berlin-airport.de

Furthermore, in the existence of appropriate facts, there is the option to lodge a complaint regarding the processing of personal data with the state Data Protection Officer of the State of Brandenburg or any other data protection supervisory authority at any time.