

## Information on data processing according to GDPR

In accordance with the General Data Protection Regulation, we are obliged to inform you about the purposes for which we collect your data and the form in which it is processed. Please take the time to read this information sheet and get an overview of the purpose, the legal basis and the general conditions of the processing.

In the course of the identification card application and a biometric access control for the access points to the critical part of the security restricted area at Graz Airport, personal data will be collected from you, as well as sensitive (biometric) data via the palm vein scanner. This data is provided voluntarily by you and will only be used by Flughafen Graz Betriebs GmbH for the purpose stated here. However, this is essential for the legally compliant issuance of an airport identification card and the associated electronic access authorisation to the critical part of the security restricted area.

The responsibility for data processing lies with **Flughafen Graz Betriebs GmbH, 8073 Feldkirchen bei Graz**.

We process your personal data in accordance with the data protection regulations on the basis of this voluntary declaration of consent (according to point (a) of Art. 9 (2) GDPR).

The data is used by us exclusively for the purpose of access control as required by law.

The collection, processing and use of your personal data relates to the following categories of data:

- Biometric data of the left and right palm (palm vein pattern)
- Control device, event date, time, and location
- First and last name, ID data
- Personal data for the performance of a background check pursuant to Regulation (EU) 2015/1998 in conjunction with the Austrian Aviation Act as amended and for the LMS (learn management system) of the Flughafen Graz Betriebs GmbH for online trainings.

Your data will be processed exclusively in our company within Austria. Your data will only be forwarded to the competent authority for the purpose of the background check. The data collected will be stored until the expiry of the validity of the airport identification card or until the airport identification card is returned or withdrawn.

You have the right of access to the personal data processed, its rectification, erasure and restriction of processing by Flughafen Graz Betriebs GmbH, unless legal or contractual provisions conflict with these rights.

If you have any questions regarding data protection, or to protect your rights, you can contact us at any time by e-mail at [datenschutz@graz-airport.at](mailto:datenschutz@graz-airport.at).

In particular, you can revoke this consent at any time. For a revocation, please contact:

### ID Card Office

T +43 316 2902 400

E [idcard@graz-airport.at](mailto:idcard@graz-airport.at)

If you revoke your consent, we will from this point in time no longer use your data for the above-mentioned purposes, but you will also lose your access authorisation to the critical part of the security restricted area at Graz Airport. If you are of the opinion that the processing of your data violates data protection law or that your data protection rights have been violated in any other way, you can also contact the supervisory authority directly.

### Austrian Data Protection Authority

Barichgasse 40-42

1030 Vienna

E [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at)

PLEASE TURN OVER THE SHEET!

<b>SECURITY AND SAFETY REGULATIONS AT GRAZ AIRPORT</b>
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I, as an airport identification card holder, have acknowledged and given my consent that:

1. the airport identification card is only valid for the authorised person(s) in the performance of their duty in the assigned areas, is not transferable, and the carriage of unauthorised persons is not permitted;
2. the holder of an airport identification card with the appropriate authorisation is entitled to accompany persons with visitor identification cards into security restricted areas. The airport identification card holder must have the escorted person in direct view at all times and bears full responsibility for the escorted person.
3. the parts of the airport that are not generally accessible may only be entered for compelling reasons based on the duties to be performed;
4. only those areas may be entered for which the airport identification card holder is authorised;
5. when entering the parts of the airport that are not generally accessible, in particular the provisions of Regulation (EC) 300/2008, the Civil Aerodrome Operations Regulations (ZFBO) and the Air Traffic Regulations (LVR), as amended, as well as the Civil Aerodrome Conditions of Use (ZFBB) must be observed;
6. the airport identification card remains the property of Flughafen Graz Betriebs GmbH and is to be returned immediately, and without being asked, after expiry or change (according to item 16) of the period of validity or if the reasons for the access authorisation cease to exist (e.g. termination of employment, change of function). Flughafen Graz Betriebs GmbH reserves the right to charge the applicant **€90** for additional expenses incurred due to the late return of the airport identification card. Any loss or theft must be reported immediately to Flughafen Graz Betriebs GmbH. Each time a new identification card is issued, **€ 45 excl. VAT** will be charged;
7. smoking is strictly prohibited on the aprons, in the hangars and public areas, and in the specially designated areas;
8. the airport identification card must be presented to the authorised control staff of Flughafen Graz Sicherheitsdienste GmbH and, if applicable, to the airside duty manager or the police, without being asked to do so, when entering the parts of the airport that are not generally accessible. The airport identification card must be worn clearly visible on the front of the body at chest level;
9. any walking or driving on taxiways and runways is only permitted with the permission of Air Traffic Control (ATC);
10. the restrictions on the use of certain parts of the airport resulting from customs law and police regulations must be observed, the customs and security authorities have control rights and goods carried must be reported to the customs or security authorities without being asked;
11. failure to comply with any of the above points or misuse of the airport ID card may result in its immediate withdrawal and possibly administrative criminal proceedings;
12. the provisions of the Road Traffic Regulations or the Bicycle Regulations, as amended, are to be complied with mutatis mutandis, unless deviations are stipulated by Flughafen Graz Betriebs GmbH and announced accordingly;
13. that for the issuance of the authorisation Apron Total, Apron GA, Transit, Aircraft (A/C) and Baggage Handling (Bag HDL), as well as for driving on the apron with a motorised vehicle without pilotage, a confirmation of the positive completion of the security training and, if applicable, practical driving instruction must be presented;
14. the airport identification card holder or his/her employer shall notify Flughafen Graz Betriebs GmbH if there has been no access to a critical part of the security restricted area at an Austrian commercial airport for longer than 6 months. After notification, the identification card will be suspended, and only reactivated after completion of a repeat training session for which a fee is charged.
15. the issued airport identification card automatically loses its validity after the expiry of the designated date and must be re-applied for. Due to official regulations, the period of validity can also be shortened in the course of the implementation of Regulation (EC) 300/2008 and the Implementing Regulation (EU) 2015/1998 in connection with the Aviation Act (e.g. expiry of the period of reliability).

**I have accepted my airport identification card and have acknowledged and agreed to the security regulations. Furthermore, I give my consent to the data processing according to point (a) Art. 9 (2) GDPR and I agree that my personal and biometric data, as stated, may be stored and used exclusively for the aforementioned purposes.**

Date:.....

Signature:.....