

Last updated: July 2024

## Heathrow Engineering Insights Privacy Notice

This privacy notice tells you what to expect when Heathrow Airport Ltd (Heathrow) collects personal information about you when you submit the Heathrow Engineering Insights Week application form. Heathrow is committed to protecting your personal information when you apply for work experience.

Whenever you provide such information we are legally obliged to use your information in line with all applicable laws concerning the protection of personal data, including the UK General Data Protection Regulation (UK GDPR).

### What information will we collect about you?

When you complete the Heathrow Engineering Insights Week application form, we will collect the following information about you:

- Name
- E-mail address
- Telephone number
- Gender
- Date of birth
- Educational establishment
- Borough of residence
- Accessibility requirements
- Allergies

### How will Heathrow use the information it collects about me?

Heathrow will use your personal data for several purposes including the following:

- To process applications for the Heathrow Engineering Insights Week
- To communicate outcomes of applications
- To monitor the diversity of applicants
- To ensure the Heathrow Engineering Insights Week can adjust to accessibility requirements and/or allergies, if required

The lawful justification for collecting and using your personal data is consent. To the extent that we are processing any health data regarding your accessibility requirements or allergies, we are relying on your express consent to do so. Should you wish to withdraw your consent at any point you can do so by emailing [education@heathrow.com](mailto:education@heathrow.com)

Your information will be stored and managed by the following recipients in order to deliver Heathrow Engineering Insights Week:

- Heathrow Airport Limited colleagues, including Engineering and Education, Employment & Skills colleagues
- Learning To Work, our delivery partner

#### **How long will Heathrow keep my information?**

If your application is unsuccessful, your data will be deleted after a period of one month. If successful, your information will be retained for a period of one year from the date of your application, after which point it will be deleted.

Your information will be retained in a secure environment and access to it will be restricted according to the 'need to know' principle.

We will not transfer or disclose your personal information, other than as identified in this Privacy Notice, to our trusted third party suppliers, to the police, tribunals, courts, regulators, or other authorities to assist them with their investigations or requests or for us to report security incidents or suspected or actual unlawful acts and/or as may be otherwise required by law.

#### **What rights do I have over my personal data?**

Under UK GDPR, you have the right to:

- Access your personal data by making a subject access request
- Rectification, erasure or restriction of your information where this is justified
- Object to the processing of your information where this is justified

To exercise your rights please contact the Heathrow Data Protection Officer using the following contact details:

By Post: Data Protection Officer Heathrow Airport Limited, The Compass Centre, Nelson Road Hounslow Middlesex TW6 2GW

By Email: [privacy@heathrow.com](mailto:privacy@heathrow.com)

From time to time, we may process personal data from EU residents. Whenever applicable, we have appointed an EU Representative to ensure that we continuously process your personal data in compliance with applicable laws and without undermining your statutory rights.

You can contact our EU Representative at [HeathrowEURepresentative@eversheds-sutherland.com](mailto:HeathrowEURepresentative@eversheds-sutherland.com) and write EU Representative as subject matter. You may also contact our EU Representative per post mail at:

Eversheds Sutherland Netherlands B.V.  
Attn. EU Representative Heathrow Airport  
Fascinatio Boulevard 212  
Floor 2A  
3065 WB Rotterdam

### **What if I find your response unsatisfactory?**

Should you find our response unsatisfactory, you have the right to lodge a complaint with the supervisory authority – the Information Commissioner’s Office (ICO). You can find more information on the ICO website at <https://ico.org.uk/concerns/> regarding the complaints process.

### **Changes to this privacy notice**

We will keep this privacy notice under regular review and we will place any updates here. At the start of this privacy notice we will tell you when it was last updated.