

## **Edinburgh Airport Noise Review Panel Survey Monkey Privacy Policy: Final 01/02/2021**

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Edinburgh Airport Noise Review Panel (“EANRP”) is a voluntary unincorporated association that has no legal personality distinct from its members. It has been established to review the effectiveness of the arrangements and practices currently in place through the Edinburgh Airport Noise Advisory Board (“EANAB”) for Edinburgh Airport to engage with affected communities on minimising noise impacts and issues arising from its operations and produce a report with its findings and its recommendations for change.

EANRP is committed to keeping your information secure and managing it in accordance with responsibilities under applicable privacy and data protection laws. This privacy policy provides information about how it will process personal information obtained in connection with its survey regarding the Edinburgh Airport Noise Review Panel’s review of noise engagement activity (“Survey”) through <https://www.surveymonkey.co.uk/r/EANRP> (“Website”) or email - [information@eanrp.org.uk](mailto:information@eanrp.org.uk).

Edinburgh Airport Limited (“EAL”) is supporting EANRP in its task. This support takes the form of providing the infrastructure for the Survey which includes:

- provision of a domain name and working email address
- GDPR training if required
- assisting with data privacy matters
- distributing the Survey email

EANRP will manage and analyse all responses to the Survey.

### **Personal information that EANRP collects via the Website or Email**

By responding to the Survey, you agree to your personal information being used and disclosed in the manner set out in this privacy policy.

When you use the Website, as is the case with most websites, certain limited information (such as your browser type and IP address) will be collected and stored by the Website provider automatically.

EANRP and EAL will also collect and store personal information about you to enable you to participate in the Survey and any follow-up clarifications. This will include your name, email address and organisation (if applicable). You may provide us with information about others, for example if you are a representative of your local council. You must ensure that they have agreed to you providing EANRP with their information.

### **How EANRP use personal information**

EANRP will use the personal information collected from Survey participants for several purposes, including to:

1. analyse all responses and use the information for the purposes of the Survey including to make recommendations for noise and community engagement at Edinburgh Airport;
2. contact individuals should we need further information or clarification beyond their initial submission.

EANRP will only use your information in accordance with this privacy policy, or where it is required and authorised by law. EANRP will not provide any personal information to an unrelated third party unless it has your permission to do so (including as set out in this privacy policy) or where EANRP is required to do so by applicable law (see Providing information to others below). Any further correspondence (if any) that you may receive from or provide to EANRP which is unrelated to the Survey will not be governed by this privacy policy.

### **Communications from us**

If EANRP needs to elaborate on the Survey further with questions or interview, it will contact you via the details provided.

## **Providing information to others**

EANRP will not be sharing data with third parties other than as set out in this privacy policy.

## **Working with other service providers and group companies of EAL**

EANRP will collect information from Survey respondents from the Website, and, as noted above, data will also be stored by the Website provider. Survey respondent names and email addresses will be shared with and used by EAL on behalf of EANRP to issue emails. EAL under UK Data Protection law (UK GDPR and Data Protection Act 2018) will act in the capacity of both Data Controller and Data Processor of that information.

For operational reasons, EAL may transfer personal information to service providers who help it manage its systems and processes. These parties may be located in the UK, countries in the European Economic Area or elsewhere in the world. Different privacy laws may apply in these countries and you understand and unambiguously consent to the transfer of personal information to these countries and parties. EAL only makes these arrangements or transfers where it is satisfied that adequate levels of protection are in place to protect any information held in that country or that the service provider acts at all times in compliance with applicable privacy laws. Where required under applicable laws EAL will take measures to ensure that personal information handled in other countries will receive at least the same level of protection as it is given in your home country. In the event your personal information is transferred to a foreign jurisdiction, it may be subject to the laws of that jurisdiction and we may be required to disclose it to the courts, law enforcement or governmental authorities in those jurisdictions but we will only do so where required by applicable laws.

## **Keeping information secure**

EANRP and EAL have appropriate processes to protect your personal information from loss, misuse, unauthorised access, modification or disclosure.

However, no internet-based site can be 100% secure and neither EANRP nor EAL can be held responsible for unauthorised or unintended access that is beyond its control.

## **Keeping your records**

EANRP will keep records for two years from the closing date of the Survey, or for as long as required to run the Survey in accordance with legal and regulatory requirements. Where your information is no longer required, EANRP will ensure it is disposed of in a secure manner.

## **Access rights**

You have the right to request copies of certain of your personal information within our custody and control and details of how EANRP uses that information. If you think any of the personal information EANRP holds about you is inaccurate, you may also request it is corrected. You also have a right, in certain circumstances, to require EANRP to stop processing your personal information. In relation to all of these rights, please email or write to us at the address below. Please note that EANRP may, where permitted under applicable law, charge a small administrative fee and/or request proof of identity. EANRP will respond to your requests within all applicable timeframes. In certain circumstances (for example where required or permitted by law) EANRP might not be able to provide you with access to some of your personal information, but where appropriate EANRP will notify you of the reasons for this.

## **Complaints Process**

If you have a complaint about how EANRP has handled your personal information you may contact it using the details below and it will investigate your complaint.

## **Contact**

If you have any questions about this policy or would like to exercise your rights with respect to your personal information, please contact EANRP at [information@earnp.org.uk](mailto:information@earnp.org.uk).