



Norwich Airport

Part of **Regional & City Airports**

Within this statement we want to highlight to our clients the measures we have put in place to ensure compliance with the GDPR.

Our GDPR Compliance Statement

We place a high importance on information security, and are committed to GDPR compliance.

Our Preparation

Our GDPR preparation started in 2017 and as part of this process we have been reviewing, and updating where necessary, our internal processes, procedures, systems and documentation to ensure that we are ready when GDPR comes into force on 25th May 2018.

Our GDPR Principles

GDPR outlines six principles that businesses need to follow when processing personal data. In keeping with these principles, we will:

- Process all personal data fairly and lawfully;
- Only process personal data for specified and lawful purposes;
- Endeavour to hold relevant and accurate personal data, and where practical, we will keep it up to date;
- Will not keep personal data for longer than is necessary;
- Keep all personal data secure;
- Endeavour to ensure that personal data is not transferred to countries outside of the European Economic Area without adequate protection.

Our GDPR Actions

Since 2017 we have been working on a number of actions to prepare ourselves for the GDPR and we have employed expertise to aid our compliance.

A summary of action plan is as follows:

1. We have reviewed and updated our policies, including our Privacy Policy, Data Breach and Escalation Procedure, Cookie Policy, Social Media Policy and IT Policy.
2. We have undertaken a comprehensive data mapping of the personal data we store, manage, maintain, collect, process and control.
3. All third parties whose systems we use have been contacted and asked to show their commitment and intention to comply with GDPR.
4. We have updated our terms and conditions to reflect the requirements of GDPR.
5. We have enhanced security procedures and solutions, and will continue to implement solutions as appropriate.
6. We will be providing training to our employees and generally raise the awareness and importance of GDPR to our business.

Our Ongoing Compliance

We will continually look at ways of improving our systems and procedures to better comply with GDPR.

Last updated: 26/04/18