

V I P C E N T R E

Privacy Statement

ORIGINAL
23 May 2018

Schiphol Nederland B.V. ('Schiphol') is strongly committed to protecting your personal data. This Privacy Statement explains how Schiphol collects, uses and protects your personal data within the scope of your VIP reservation. Reservations at the Schiphol VIP centre are entirely voluntary.

Personal data that Schiphol needs from you and its purposes

When reserving a VIP service, you will be asked to provide certain personal data. The overview below provides further information on the personal data that Schiphol processes, its purposes and the applicable retention periods.

Personal data	Processing purposes	Legal basis	Processors	Retention periods
Reservation data: date/time of VIP service, type of flight (departure/arrival, transfer) handling agent, flight number, time of flight, destination, notes calendar, notes handling agent.	Recording the reservation of and performing a VIP service.	Art. 6 (1) (a) of the General Data Protection Regulation ('GDPR')	1) KLM Nederland B.V.; 2) OSP Vermaat; 3) Metenco; 4) PI; 5) I SEC.	Two years
Name, initials, job description, term of address, university title, type of person (VIP/contact person), organisation details, personal wishes.	Performing a VIP service.	Art. 6 (1) (b) of the GDPR	1) KLM Nederland B.V.; 2) OSP Vermaat; 3) Metenco; 4) PI; 5) I SEC.	Two years after the last reservation, anonymised.
Organisation details: name, address, postal code, place of residence, country code, cost centre, reference number, VAT number, credit card/invoicing indicator.	Invoicing	Art. 6 (1) (b) of the GDPR	None	Two years after the last reservation, anonymised.
Invoice details: invoice amount.				

This VIP service Privacy Statement provides further information on the manner in which Schiphol handles your personal data for the purpose of your VIP service reservation.

Protection of your personal data

Schiphol implements appropriate technical and organisational measures to protect your data against loss or any form of unlawful processing. In addition, all servers and other storage media are equipped with physical and software security. Access to your data is limited to authorised employees who are directly involved in the VIP centre.

To ensure that third parties who are involved in the VIP centre and with whom Schiphol could share your data protect your data to the fullest possible extent, Schiphol concludes a Data Processing Agreement with these parties in which agreements are set out on the use and protection of your data, among other aspects.

Your rights

If desired, you can ask Schiphol to allow you to inspect your personal data or request the correction, supplementation or deletion of your data. You can also submit a request for the transfer of your data (a so-called 'data portability request'), after which you will receive a digital file of your personal data.

If you wish to exercise any of the rights stated above, please send a written request to vipcentre@schiphol.nl. Depending on your request, we may ask you to provide additional information or to visit the VIP centre in person. This will enable us to ensure that insight into your data is only granted to you personally and that no one else but you exercises any rights relating to your data.

Schiphol will reply to your request no later than four weeks after obtaining all the necessary information.

Contact information

Schiphol understands that you may have questions. For more information, please contact us using the following details:

Schiphol Nederland B.V.
P.O. Box 7501
1118 ZG Schiphol
The Netherlands

vipcentre@schiphol.nl

Changes to the Privacy Statement

Schiphol may amend this Privacy Statement from time to time. This could be as a result of modifications to the set-up of the VIP service or due to changes in legislation. We therefore recommend that you check this Privacy Statement regularly. The latest version of the Privacy Statement is always available in electronic format on www.schiphol.nl/vip.

For more information on the manner in which Schiphol handles personal data, please read the Schiphol Privacy Policy (<https://www.schiphol.nl/nl/privacy-policy/>).