Privacy statement – Company/organisation registration form for Schiphol passes

Schiphol Nederland B.V. ('Schiphol') places great importance on protecting your personal data. This privacy statement explains how we handle the personal data we process about you in connection with the company/organisation registration form for Schiphol passes.

What personal data do we process and why?

Processing	Personal data	Purpose
Registration of companies/organisations and contact persons for Schiphol passes	**Details of the company or organisation** • Name of the company or organisation. • Postal address, postcode and town or city. • Telephone number. • Details of the nature of the company or organisation. • Details from an extract from the Dutch Chamber of Commerce (KvK) register or a comparable trade register. • Company stamp, if any. • Reasons why a Schiphol pass is necessary. • Roles for which a Schiphol pass is required. • Where applicable: required tool authorisations for each role. **Details of contact persons and signatories** • Name, email address and telephone number of the registered client, account manager or account holder. • Name, email address and signature of authorised signatories. • Name and signature of the director with authority to sign or the holder of a power of attorney. • Details from a copy of a valid passport or identity card of signatories.	• **Registration of companies and organisations:** to record the company or organisation on whose behalf Schiphol passes are requested. • **Registration and verification of authorised contact persons:** to establish who may submit applications and communicate with us about them on behalf of the company or organisation. • **Verification of signing authority and identity:** to establish who is signing the registration and whether that person is authorised to represent the company or organisation. • **Assessment of the need for Schiphol passes and additional authorisations:** to assess which activities and roles require access and, where applicable, tool authorisations. • **Issuing and managing Schiphol passes:** to link applications to the correct organisation and authorised contact persons and to support the issuing and management of Schiphol passes.

What is our legal basis for processing your personal data?

Processing	Legal basis
Registration of companies/organisations and contact persons for Schiphol passes	Legitimate interest (Article 6(1)(f) GDPR). We have a legitimate interest in organising access to Schiphol safely and

	with due care, verifying the identity and authority of contact persons and signatories, and preventing unauthorised or incorrect applications for Schiphol passes. We process only the personal data necessary for these purposes. You can request information about the balancing test we have carried out by emailing dpo@schiphol.nl.

How long do we retain your personal data?

Processing	Retention period
Registration of companies/organisations and contact persons for Schiphol passes	We retain the registration for as long as the company or organisation is registered with us and can apply for Schiphol passes. When that registration ends, we erase the personal data immediately, unless we must retain certain data for longer because of a legal obligation or ongoing proceedings. When a contact person is replaced, we erase their personal data immediately, unless the data are still necessary to process or check applications submitted previously.

Who provides us with your personal data?

If we do not obtain your personal data directly from you, we receive them from your employer, client, authorised signatory or holder of a power of attorney.

Where do we process your personal data?

We process your personal data exclusively at Schiphol, in the Netherlands.

What are your rights?

Access to, rectification and erasure of your personal data
You have the right to know what personal data we process about you. You can therefore request access to your personal data at any time.

If any of your personal data are incorrect, you can ask us to rectify them. You can also ask us to erase your personal data and stop using them. We will then assess whether we can comply with your request.

Restriction of processing
If you believe that we are not processing your personal data properly, you can ask us to stop processing them (temporarily).

Right to object
You can object to the use of your personal data on grounds relating to your particular situation. If you object, we will, as a rule, temporarily stop or restrict processing. If your objection is upheld, we will stop or restrict processing permanently.

Your request and our response
If you have questions or would like more information about how we protect your personal data, you can contact our Data Protection Officer (DPO) at dpo@schiphol.nl. We aim to respond to your request in a timely manner.

If necessary to verify your identity, we may ask you to send a copy of a valid identity document. You can find out how to make a secure copy on the Dutch government website.

If your request is unclear, we may ask you to clarify it and/or provide additional information so that we can assist you as effectively as possible.

Who is responsible for this privacy statement and how can you contact us?

Who is the controller?
This privacy statement is issued by Schiphol Nederland B.V.

Our contact details:
Schiphol Nederland B.V.
Postbus 7501
1118 ZG Schiphol

Would you like to contact our DPO?
We have a Data Protection Officer (DPO) for all your privacy-related questions. The DPO also advises us and monitors our compliance with privacy laws and regulations.

Do you have questions or requests about your personal data? Email our DPO at dpo@schiphol.nl or write to our postal address, for the attention of the Data Protection Officer. Please include your name, email address and telephone number in your request.

Would you like to lodge a complaint with the Dutch Data Protection Authority?

If you are not satisfied with the way we handle your privacy or your request or objection, you can lodge a complaint with the Dutch Data Protection Authority.

Where can you find the latest version of this privacy statement?

We update this privacy statement regularly, for example when our policies, the processing of personal data or the systems we use for this purpose change.

This version is dated October 2026.