



Privacy Notice – Airport ID for Visitors

Lufthansa Services (Thailand) Ltd. is collecting your personal data in order to register an Airport ID for you. When we collect personal data, we are obliged legally to provide you with certain information, it is called the “Right to be Informed”. That information is contained in the below Notice. If any of the information we provide to you is not clear enough, there is a contact detail for Lufthansa Services (Thailand)’s Data Protection team further down this Notice, please do not hesitate to make contact and ask for further information.

1. Why we need it - the purpose of processing?

We are collecting your personal data for registering a temporary Airport ID for you, so that you can enter to all secured areas of the airport. The ID can be categorized into 2 types: Temporary Airport Pass for 1 – 14 days and Temporary Airport Pass for 15 – 90 days.

2. What data do we hold?

We hold a range of personal data about you, some of which you provide to us directly and some of which we receive from third parties such as Airline Customers or third-party companies.

Examples of categories of personal data which we hold:

- Personal details such as name, surname, title etc.
- Contact details such as address, telephone number and personal email address
- Passport and Personal ID
- Date of Birth
- Gender
- Nationality
- Business details such as position, company name etc.
- Arrival Date in Thailand
- Validity of Visa and permitted Length of Stay in Thailand
- Work Permit
- Criminal Record Check
- Period and Reason of Visiting



3. Why we're allowed to process your personal data in this way – the legal basis?

For processing an application for Airport ID, the legal basis is contractual necessity. Without that personal data, we will be unable to take you onto the restricted Airport areas to perform the contract or assignment.

4. Who we will share your personal data with?

We will send your personal data to Airport Authority in Thailand in order that they can provide you with an Airport ID. Within this process, the Authority will check your eligibility and suitability to hold an Airport ID.

On occasion of application for Temporary Airport Pass for 15 – 90 days, we may need to share your data with the Royal Thai Police to allow your criminal background check.

5. Where your personal data will be stored?

Only your name, surname, business details, period and reason of visiting is recorded in an excel file taken care by Administrative HR department. No copy of your personal ID or relevant document will be stored.

6. How long we will keep your personal data for?

The personal information collected for the Airport ID will be kept for 1 years. We will destruct any copy of your personal ID or passport as well as delete an email communication containing your personal data as soon as the Airport ID is issued.

7. Are we using automated decision making or profiling with regards to your personal data?

No, for the purposes of security passes no automated decision making or profiling is taking place.



8. Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal information. This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

If you have any questions, or wish to contact us and ask us to look at your rights at any time, please contact us at dpc@lst-thai.com.

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Lufthansa Services (Thailand) Ltd.