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**Data protection declaration according to the EU General Data Protection Regulation (GDPR) for airport tours (booking and participation)**

**Table of Contents**

I. Who does this data protection declaration apply to?.....2

II. I Name and address of the controllers .....2

III. What are the contact details of the company Data Protection Officer?.....3

IV. General information on data processing .....3

V. To which recipients or categories of recipients will my data be passed on?.....6

VI. Will my data be transferred to third countries or international organisations? .....7

VII. How long will my data be stored?.....8

VIII. What rights do I have as an affected party vis-à-vis Flughafen Stuttgart GmbH? .....8

IX. Is there an obligation to provide the data? What are the consequences of not providing the data?.....10

X. Is there automated decision making in individual cases, including profiling? .....10

XI. Where can I find more information on data protection at Flughafen Stuttgart GmbH? .....10

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## Data protection declaration according to the EU General Data Protection Regulation (GDPR) for airport tours (booking and participation)

### I. Who does this data protection declaration apply to?

The following privacy policy applies to all natural persons who book and/or participate in a tour at Stuttgart Airport.

Natural persons who participate in a tour at Stuttgart Airport may also be subject to various other processing activities. For these processing activities, separate data protection declarations apply, such as the data protection declarations for natural persons on the premises of Stuttgart Airport campus as visitors. For further information about these processing activities, please refer to the separate data protection declarations at: [www.flughafen-stuttgart.de/Datenschutz](http://www.flughafen-stuttgart.de/Datenschutz).

For persons visiting the Stuttgart Airport campus, the following separate data protection declarations apply in particular:

[Privacy Policy for Passengers and Visitors](#)

[Privacy Policy for Video Surveillance](#)

[Privacy Policy for the Registration of Visitors and Accompanying Persons in the Security Area](#)

### II. I Name and address of the controllers

Flughafen Stuttgart GmbH  
Flughafenstrasse 32  
70629 Stuttgart  
Germany

PO Box 23 04 61  
70624 Stuttgart  
Germany

Telephone: +49 711 948-0  
Fax: +49 711 948-2241  
Email: [info@stuttgart-airport.com](mailto:info@stuttgart-airport.com)

**Legal representatives:**

Management:

Ulrich Hepe (CEO)

Carsten Poralla (Managing Director)

**III. What are the contact details of the company Data Protection Officer?**

You can contact Flughafen Stuttgart GmbH's Data Protection Officer either by post or via email.

**By post:**

Flughafen Stuttgart GmbH

Data Protection Officer

Flughafenstrasse 32

70629 Stuttgart

Germany

**By email:**

DSB@stuttgart-airport.com

**IV. General information on data processing**

We process personal data ("**data**") in accordance with the applicable data protection laws, in particular the General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG). Processing includes the activities described in Article 4 (2) GDPR, in particular the collection, recording, storage, disclosure and transmission of data.

**1. Where do my data originate from?**

If you have booked a tour at Stuttgart Airport, we process data that we have received from you.

If you take part in a tour at Stuttgart Airport without having booked it yourself, we may process data that we have received from the person or company that booked the tour.

**2. What personal data or categories of personal data are processed and on what legal basis?**

**a. Booking as a private individual**

If you book a tour at Stuttgart Airport **as a private individual**, the following processing may take place in particular:

Processing and purpose of the processing	Personal data	Legal basis/bases
<b>Handling the tours</b> (e.g. to determine the price (group type), to clarify queries, to send the booking confirmation (usually by email), to provide a contact person for the tour (forename/surname), to prepare and send the invoice)	Master data and contact details of the person booking (title, forename and surname, address (street, house number, postcode, town, country), email address, telephone number),  Details of the tour booked (in particular the date and chosen topic for the tour).	Article 6 (1b) GDPR

#### b. Booking as a business/company/organisation

If you book a tour at Stuttgart Airport **as a business/company/organisation**, the following processing may take place in particular:

Processing and purpose of the processing	Personal data	Legal basis/bases	Our legitimate interest within the meaning of Article 6 (1f) GDPR
<b>Handling the tours</b> (e.g. to determine the price (group type), to clarify queries, to send the booking confirmation (usually by email), to provide a contact person for the tour (first name/surname), to prepare and send the invoice)	Master data and contact details of the person booking (title, forename and surname, email address, telephone number),  Business/company/organisation/name of the institution to which the person making the booking belongs, department/group name; address (street, house number, postcode, town, country),  VAT ID number, if applicable,  Details of the tours (in particular the date, chosen topic for the tour, number of persons and type of group (e.g. nursery or school class, company, private person)).	Article 6 (1b) GDPR, if you (as the person booking) are/become a contractual partner of Flughafen Stuttgart GmbH,  Article 6 (1f) GDPR, if you (as the person booking) are not yourself/do not become a contractual partner of Flughafen Stuttgart GmbH (e.g. a person booking for a company).	Interest in contract implementation: Processing of personal data originating from the sphere of the contractual partner and which are required for the implementation of the contract for an airport tour.

### c. Display name

If, when booking, you choose a display name which is to be published together with the tour date in the Skyland Visitor Centre at Stuttgart Airport as a welcome greeting, the following processing in particular may take place:

Processing and purpose of the processing	Personal data	Legal basis	Our legitimate interest within the meaning of Article 6 (1f) GDPR
Publication of a display name including the tour date as a welcome greeting on a screen in the reception area of the visitor centre in Skyland at Stuttgart Airport.	Display name, if this contains personal data (e.g. "John Doe's birthday"), and assignable tour date (date and time).	Article 6 (1a) GDPR, if data of the person booking are processed in the form of a display name and the person booking has consented to the processing in the course of the booking,  Article (1f) GDPR, if data of persons who themselves are not or will not become contractual partners of Flughafen Stuttgart GmbH (e.g. participants who did not book the tour themselves) are processed.	Interest in contract implementation: Processing of personal data originating from the sphere of the contractual partner.

### d. Provision of third-party data

If you (as a private person or as a business/company/organisation) book a tour at Stuttgart Airport and **provide data of persons** who have not booked or will not book the tour themselves, please note **the following**:

**Please ensure that you have the authorisation to process personal data of such persons who are not themselves to become contractual partners of Flughafen Stuttgart GmbH (i.e. have not booked or will not book the tour for themselves).**

If you provide such so-called **third-party data** as part of a booking, Flughafen Stuttgart GmbH assumes that it is authorised to process these data in accordance with Article 6 (1f) GDPR. Other provisions only apply if it is apparent to Flughafen Stuttgart GmbH that there is no justification for the processing. Being able to implement the contract and process personal data from the sphere of the contractual partner for this purpose constitutes our legitimate interest within the meaning of Article 6 (1f) GDPR.

### e. Participation in a tour

If you **participate in** a tour at Stuttgart Airport, the following processing may take place in particular:

Processing and purpose of the processing	Personal data	Legal basis	Our legitimate interest within the meaning of Article 6 (1f) GDPR
<b>Processing of data for the purpose of organising the tours</b> (including disclosure of data to internal company recipients and/or external service providers).	<p>Surname of the person booking and, if available, name of the associated organisation/institution, such as a school or company name,</p> <p>Forename and surname as well as telephone number or email address of the person booking or of a contact person on the part of the contractual partner of Flughafen Stuttgart GmbH, if required.</p>	<p>Article 6 (1b) GDPR, if the data subject is a contractual partner of Flughafen Stuttgart GmbH,</p> <p>Article 6 (1f) GDPR, if data of persons who are not themselves contractual partners of Flughafen Stuttgart GmbH (e.g. participants who did not book the tour themselves) are processed.</p>	<p>Interest in contract implementation: Processing of personal data originating from the sphere of the contractual partner and which are required for the implementation of the contract for an airport tour.</p>

### V. To which recipients or categories of recipients will my data be passed on?

#### 1. General notes

We will pass on data to third-party recipients if you have consented to the transfer, if the transfer is prescribed by law, if the transfer is necessary for establishing or maintaining contractual relationships or for initiating business deals, if we are legally or officially obliged to pass on the data or if the transfer is made on the grounds of another legal basis.

Data may be passed on to third-party recipients in the following cases, for example:

- Disclosure of data to processors commissioned by us or other third parties (e.g. IT service providers within the scope of IT systems maintenance).
- Disclosure of data to authorities or public bodies, insofar as we are legally or officially obliged to do so (e.g. customs, federal police, state police, professional associations).
- Disclosure of data to partners or other third parties, insofar as the disclosure is necessary within the scope of the specific processing operation and insofar as the disclosure is made in accordance with the provisions of data protection law.

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## **2. Disclosure of data when conducting an airport tour**

### **a. Securitas GmbH Aviation Service International**

As described above (see section IV paragraph 2e), data (surname of the person booking and, if available, the name of the associated organisation, e.g. school or company name) will be passed on to the company Securitas GmbH Aviation Service International, Schützenstrasse 10, 12526 Berlin, Germany. Flughafen Stuttgart GmbH has commissioned Securitas GmbH Aviation Service International with the processing of the data and has therefore concluded an agreement with them within the meaning of Article 28 GDPR.

### **b. Stuttgart Airport Ground Handling GmbH (SAG)**

As described above (see section IV. paragraph 2e), we pass on data (surname of the person booking and, if available, name of the associated organisation, such as school or company name) to the company Stuttgart Airport Ground Handling GmbH (SAG), Flughafenstrasse 32, 70629 Stuttgart, Germany. We have also concluded an agreement with SAG within the meaning of Article 28 GDPR.

### **c. Internal company recipients**

In addition, data (surname of the person booking and, if available, the name of the associated organisation, e.g. school or company name) are passed on to internal company recipients (e.g. airport security, security service providers, traffic authorities), insofar as their involvement is necessary for the respective processing purpose (e.g. for the provision of personnel and buses or for (aviation) security reasons).

The tour guides receive information about the group of participants and data required to be able to contact the participants at short notice if necessary. For this purpose, the forename and surname, organisation/institution (e.g. school or company name), telephone number or email address of the person booking or of a contact person on the part of the contractual partner of Flughafen Stuttgart GmbH will be forwarded to the relevant tour guide.

For the purposes of invoicing, verifying the payment status and for storage due to tax reasons, data (master data and contact details of the person booking or the contractual partner, details relevant to the price of the tours and other payment data) will be passed on to competent recipients in the company.

## **VI. Will my data be transferred to third countries or international organisations?**

Data are only transferred to third countries or international organisations if the transfer is necessary for establishing or maintaining contractual relationships or business initiations, if we are legally or officially obliged to do so or if the transfer is made on the grounds of another legal basis. Insofar as we use service providers from third countries in this context, they are obliged to comply with the level of data protection in Europe by agreeing to the EU standard contractual clauses.

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## VII. How long will my data be stored?

Data are processed and stored by us as long as it is necessary for the fulfilment of the respective contractual or legal purposes and obligations, for example. If this is not necessary, the data will be deleted, unless the deletion is contrary to statutory storage obligations. Such retention obligations may arise, for example, from retention obligations under commercial or tax law in accordance with the German Commercial Code (HGB) (e.g. Section 257 HGB) or the Regulation of Taxation (AO) (e.g. Section 147 AO) or to fulfil requirements under the Aviation Security Act.

## VIII. What rights do I have as an affected party vis-à-vis Flughafen Stuttgart GmbH?

If we process your personal data, this makes you a data subject within the meaning of the GDPR. To that effect, you have rights vis-à-vis Flughafen Stuttgart GmbH as the controller. If you wish to exercise such a right, please contact:

Flughafen Stuttgart GmbH  
Flughafenstrasse 32  
70629 Stuttgart  
Germany  
Email: [Betroffenenrechte@stuttgart-airport.com](mailto:Betroffenenrechte@stuttgart-airport.com)

### **You have the following rights:**

#### **1. Right of access, pursuant to Article 15 GDPR**

Pursuant to Article 15 GDPR, you have the right to obtain information about your personal data processed by us. In particular, you may obtain information about the purposes of the processing, the category of personal data, the categories of recipients to whom your data have been or will be disclosed, the planned storage period, the existence of a right to request from the controller rectification, erasure, restriction of processing or objection, the right to lodge a complaint, the origin of your data, provided these have not been collected by us, and the existence of automated decision-making including profiling and, if applicable, meaningful information on these details.

You also are entitled to the right to obtain information as to whether your personal data are being transferred to a third country or to an international organisation. In this context, you may request to be informed of the appropriate safeguards pursuant to Article 46 GDPR relating to the transfer.

#### **2. Right to rectification, pursuant to Article 16 GDPR**

Vis-à-vis us as the data controller and in accordance with Article 16 of the GDPR, you are entitled to the right to rectify and/or complete your personal data if the personal data relating to you and being processed are incorrect or incomplete. We, as controllers, must make this rectification without delay.

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### **3. Right to erasure (“right to be forgotten”), pursuant to Article 17 GDPR**

Pursuant to Article 17 (1) GDPR, you are entitled to the right to obtain the erasure of your personal data stored with us, unless the processing is necessary for exercising the right of freedom of expression and information, for compliance with a legal obligation, for reasons of public interest or for the establishment, exercise or defence of legal claims (cf. Article 17 (3) GDPR).

If we as the controller have made the personal data relating to you public and we are obliged to erase this personal data pursuant to Article 17 (1) GDPR, we will take reasonable steps, including technical measures (taking account of available technology and the cost of implementation) to inform controllers which are processing the personal data that you, as data subject, have requested the erasure by such controllers of any links to, or copy or replication of, such personal data.

### **4. Right to restriction of processing, pursuant to Article 18 GDPR**

Pursuant to Article 18 GDPR, you are entitled to the right to demand the restriction of the processing of your personal data if you dispute the accuracy of the data, if the processing is unlawful but you reject its erasure and we no longer need the data, but you need it to establish, exercise, or defend any legal claims, or you have filed an objection against the processing pursuant to Article 21 GDPR.

### **5. Right to data portability, pursuant to Article 20 GDPR**

Pursuant to Article 20 GDPR, you have the right to receive the personal data you have provided us with in a structured, commonly used and machine-readable format or to request the transfer to another controller.

### **6. Right to object, pursuant to Article 21 GDPR**

**You have the right to object, on grounds relating to your particular situation, at any time to the processing of personal data concerning you which is based on Article 6 (1e) or (1f) GDPR.**

**As controllers, we will then no longer process the personal data relating to you unless there are compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the establishment, exercise or defence of legal claims.**

### **7. Right to withdraw your consent for the data protection declaration, pursuant to Article 7 (3) GDPR**

You have the right to withdraw any consent which you may have given regarding data protection at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

### **8. Automated individual decision-making, including profiling, pursuant to Article 22 GDPR**

You have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or similarly significantly affects you.

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## 9. Right to lodge a complaint with a supervisory authority, pursuant to Article 77 GDPR

Pursuant to Article 77 GDPR, you have the right to complain to a supervisory authority. As a rule, you can contact the supervisory authority of your habitual residence, place of work or our company headquarters. The supervisory authority responsible for Flughafen Stuttgart GmbH is:

Der Landesbeauftragte für den Datenschutz und die Informationssicherheit  
Königstrasse 10a  
70173 Stuttgart  
Germany

Postal address:  
P.O. Box 10 29 32  
70025 Stuttgart  
Germany

Telephone: +49 711 615541-0  
Fax: +49 711 615541-15  
Email: Poststelle@lfdi.bwl.de

## IX. Is there an obligation to provide the data? What are the consequences of not providing the data?

Depending on the specific processing operation, there is a contractual and/or legal requirement to provide the data. In this context, the data that are required for the specific processing operation must be provided in each case. If you do not wish to provide the data, a specific processing operation (e.g. participation in a booked tour) may not be able to be implemented.

## X. Is there automated decision making in individual cases, including profiling?

Automated decision-making in individual cases pursuant to Article 22 GDPR does not take place. If this is the case in individual processing situations, we will inform you of this separately.

## XI. Where can I find more information on data protection at Flughafen Stuttgart GmbH?

You can find more information on data protection at Flughafen Stuttgart GmbH at: [www.stuttgart-airport.com/Datenschutz](http://www.stuttgart-airport.com/Datenschutz)