

RETHINK CORPORATE PAYMENT.

AirPlus

INTERNATIONAL

**Privacy Statement
AirPlus Corporate
Card UK**

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According to the principles of fair and transparent data processing, it is essential to inform the person whose data is being processed about the processing itself and the purposes thereof.

Therefore, we would like to provide you with all the information required to ensure fair and transparent data processing in light of the special circumstances and conditions under which we process your personal data.

We at AirPlus International Limited have entered into a Framework Agreement with your employer. According to said agreement, your employer will provide you with an AirPlus Corporate Card ("**the Card**").

If the said agreement is company liability/company pay, you can use the Card at home and abroad to pay for goods and services without using cash and with the option to withdraw cash, provided your employer has enabled this facility. Cash can be withdrawn from the ATMs or at credit institutions ("Cash Service"), (this will be subject to the provision of proof of identity). Please remember to use the card to pay for business-related expenses only.

We will only collect, use, and share your personal information where we are satisfied we have an appropriate legal basis for doing so. This may be because:

- AirPlus is authorized to process your data pursuant to Art. 6 para. 1 b of the UK's General Data Protection Regulation ("UK **GDPR**") - processing is legal if and when it is required to fulfil a contract to which the person affected is a party or to implement pre-contractual measures at the request of the person affected;
- AirPlus is authorized to process your data pursuant to Art. 6 para. 1 c of the UK GDPR - the processing is necessary for compliance with a legal obligation to which AirPlus is subject, for example where AirPlus is required

to meet its statutory accounting obligations; or

- AirPlus is authorized to process your data pursuant to Art. 6 para. 1 f of the UK GDPR - processing is necessary for the purposes of a legitimate interest of AirPlus or a third party (in this case, your employer) - in these cases we will look after your information at all times in a way that is proportionate and respects your privacy rights

We will transmit the data relating to your business-related transactions made with the Card to your employer for business travel management purposes, this means the preparation, booking and billing of business trips, the structuring of relevant processes and the management of service providers in the aforementioned areas.

We may process and store information about your use of the Card.

We may exchange information about you, your account and charges incurred by your use of the Card (including details of goods or services purchased) ("**Data**") to:

- members of our group including their agents, processors and suppliers;
- your employer or members of your employer's group, including their agents and processors, as well as to any party authorised by any one of them;
- the companies who distribute the Card, and to any other party whose name or logo appears on the Card;
- any business or organisation that accepts the Card for payment for goods or services.

Members of our group and other companies specifically selected by us will have access to and will use the Data for internal business purposes and:

- to assess financial and insurance risks;
- for provision of travel/Cardholder services;
- to recover debt; and

- to manage, maintain and develop the overall relationship between us and your employer.

We may in the event of fraud or default, exchange the Data with fraud prevention agencies or credit insurers. Law enforcement agencies may also access and use this information. These records may be used by us or a member of our group to make decisions about insurance claims made by you or any other party with a financial association with you, trade debtors, recovery of debt, prevention of fraud and management of your accounts or insurance policies.

If your employer has entered into any corporate discount agreements with airlines or into any agreements with brokers between travel agencies and airlines, we will transmit your data to your employer's contracting partners as well.

In addition, public authorities may also receive your personal data if they have primary legal provisions.

For the purpose of handling processes to fulfil business objectives, pursuant to relevant international directives data also may be transmitted to authorities, customers or suppliers in diverse countries, for example, if and when the service providers are registered abroad.

Data will be transmitted to countries outside the European Union or the European Economic Area ("third countries") only to the extent required for the respective purpose (e.g., handling transactions, issuing and/or reviewing invoices) or mandated by law (e.g., reporting duties stipulated by tax laws). In such cases we will make sure that your privacy rights are protected as required by the UK GDPR.

We continually invest in suitable technology and procedures to help ensure that Data is processed securely, promptly, accurately and completely. In order to maintain the effectiveness and security of the systems, policy and procedures, it will be necessary from time to time to process the Data for testing purposes.

Upon expiry of the retention duties and deadlines stipulated by law or by any

supervisory authority, your data will be deleted routinely. Data which is not affected by these duties or deadlines will be deleted if it no longer is required for the purpose intended.

If you have any further questions concerning the handling of your personal data, you can contact AirPlus International Limited at any time.

You can reach them at:
datenschutz@airplus.com

Please note that you are entitled to inquire about saved data relating to you. Should any saved data be incorrect, in your opinion, no longer needed because the intended purpose has ceased to exist, you have the right to request that your data be corrected or deleted, or the processing of your data be restricted unless AirPlus are required to retain or not disclose the data by law. You can object to any processing of your personal information, which has our legitimate interests as its legal basis, if you believe your fundamental rights and freedoms outweigh our legitimate interests. If you raise an objection, we have an opportunity to demonstrate that we have compelling legitimate interests, which override your rights and freedoms.¹

The supervisory authority responsible for data protection is:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF