

# APPLICANT DECLARATION

Only required with the following applications where a security interview is not submitted:

- Visitor Passes
- Statutory Right of Access
- Diplomats

Manchester Airport Group PLC (MAG) is committed to collecting and using personal information responsibly, securely and fairly. The information provided in the Security ID application will be stored in paper and electronic format and will be used for the following purposes:

- to check the eligibility and suitability of applicants to hold an airport Security ID Card;
- to administer the Security ID Scheme in accordance with regulatory requirements;
- to manage and record access to the security restricted areas;
- to investigate allegations of misuse of Security ID cards and misconduct at work;
- to prevent and detect crime and for the purpose of national security; and
- to research into airport surface access opportunities.

In order to fulfill these purposes MAG do need to disclose information to employers, third party organisations, the police and government agencies. They will only use the personal information provided by us for these purposes and in some instances this may require information to be transferred overseas but we will make sure that the information remains protected and secure. In the case of all disclosures we will always ensure the disclosure is legitimate and proportionate for the purpose. We keep personal information in line with our retention policy which ensures that we keep details on pass holders for no longer than necessary.

Information will be retained in a secure environment and access to it will be restricted according to the 'need to know' principle. You consent to us passing your personal data to other parties who are involved in the application, issue, control and monitoring of security passes and related permits. Such personal data may include your identity, contact details, employment history, references, criminal record data, driving license data and any documents which may display such data.

MAG may suspend or remove a Security ID card on a permanent or temporary basis without notice if there are concerns as to the suitability to hold a Security ID card. In such circumstances further details may not always be provided.

Signature of Applicant:

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Date:

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