

*Last updated:* September 2024

## **World of Opportunity Privacy Notice**

This privacy notice tells you what to expect when Heathrow Airport Limited (Heathrow) collects personal information about you when you apply for and engage with Heathrow over the 'World of Opportunity' grant programme. Heathrow is committed to protecting your personal information when you engage with us and apply for a World of Opportunity grant.

Whenever you provide such information, we are legally obliged to use your information in line with all applicable laws concerning the protection of personal data, including the UK General Data Protection Regulation (UK GDPR).

### **What information will we collect about you?**

When you apply for the 'World of Opportunity' grant programme we will collect the following information about your business:

- Business name
- Business sector
- Short description of relevant product and/or services
- Business address
- Contact details
- Email address
- Company registration number or other evidence of registration
- Website/social media links
- Evidence of business status as a 'Small and Medium Sized Enterprise'
- Confirmation of willingness to feature in social media content and external channels
- Overview of the business
- Overview of why international trade is important to the business
- Overview of how the grant funds would be used and the reasons for that
- Brief communication plan for promoting the business and exporting
- Overview of how the business is considering social mobility and net zero

### **How will Heathrow use the information it collects about me?**

Heathrow will use your personal data for several purposes including the following:

- To assess the applications to ensure businesses meet the judging criteria and allow for fair and impartial adjudication.
- The lawful justification for collecting and using your personal data is that it is necessary for the performance of the 'World of Opportunity' grant programme through which applicants are seeking to contract with Heathrow.

Failure to provide data fields may mean that we will not be able to consider your application for the 'World of Opportunity' grant programme.

Your information will be stored and managed by the following recipients in order to deliver the 'World of Opportunity' grant programme:

- Heathrow staff, partners (including judges) and contractors delivering the 'World of Opportunity' grant programme and associated communications work.

### **How long will Heathrow keep my information?**

Your information will be retained for a period of one year from the date of the application closing date, after which point it will be deleted.

Your information will be retained in a secure environment and access to it will be restricted according to the 'need to know' principle.

We will not transfer or disclose your personal information, other than as identified in this Privacy Notice, to our trusted third party suppliers, to the police, tribunals, courts, regulators, or other authorities to assist them with their investigations or requests or for us to report security incidents or suspected or actual unlawful acts and/or as may be otherwise required by law.

### **What rights do I have over my personal data?**

Under UK GDPR, you have the right to:

- Access your personal data by making a subject access request
- Rectification, erasure or restriction of your information where this is justified
- Object to the processing of your information where this is justified
- Data portability

To exercise your rights please contact the Heathrow Data Protection Officer using the following contact details:

- By Post -Data Protection Officer Heathrow Airport Limited, The Compass Centre, Nelson Road Hounslow Middlesex TW6 2GW
- By Email- [privacy@heathrow.com](mailto:privacy@heathrow.com)

From time to time, we may process personal data from EU residents. Whenever applicable, we have appointed an EU Representative to ensure that we continuously process your personal data in compliance with applicable laws and without undermining your statutory rights.

You can contact our EU Representative at [HeathrowEURepresentative@eversheds-sutherland.com](mailto:HeathrowEURepresentative@eversheds-sutherland.com) and write EU Representative as subject matter. You may also contact our EU Representative per post mail at:

Eversheds Sutherland Netherlands B.V.  
Attn. EU Representative Heathrow Airport  
Fascinatio Boulevard 212  
Floor 2A  
3065 WB Rotterdam

### **What if I find your response unsatisfactory?**

Should you find our response unsatisfactory, you have the right to lodge a complaint with the supervisory authority – the Information Commissioner’s Office (ICO). You can find more information on the ICO website at <https://ico.org.uk/concerns/> regarding the complaints process.

### **Changes to this privacy notice**

We will keep this privacy notice under regular review and we will place any updates here. At the start of this privacy notice we will tell you when it was last updated.