

PRIVACY NOTICE FOR SAS AIRSIDE APPLICATION

Scandinavian Airlines System Denmark-Norway-Sweden (SAS)
dated February, 25th 2020

1. INTRODUCTION AND CONTACT DETAILS

- 1.1 The SAS Airside Application (hereinafter “Airside”) is a SAS developed crew roster application for SAS employees. SAS is committed to protecting your personal data. This Privacy Notice describes what personal data SAS collects and processes in conjunction with your use of Airside. You will also find information about your rights as well as contact details, should you have any queries or requests.
- 1.2 Scandinavian Airlines System Denmark-Norway-Sweden (reg. no 902001-7720), a consortium established under the laws of Denmark, Norway and Sweden, and having its principle office at Frösundaviks allé 1, SE-195 87 Stockholm, Sweden (hereinafter “SAS”), is the controller of the processing of your personal data in conjunction with your use of Airside.
- 1.3 This privacy notice applies in addition to the general privacy policy for SAS employees, which can be found here <https://www.flysas.com/en/legal-info/privacy-policy/>

2. PURPOSE OF AND LEGAL BASIS FOR PROCESSING

- 2.1 The purpose of SAS’ processing of your personal data is to enable you to access your roster from your personal mobile device and to make it possible to interact with your crew and other colleagues. The overarching purpose of Airside is to provide an intuitive, unified platform to keep your current roster accessible any time and give you a tool to support travelers in a better way. SAS will only process your personal data for the aforementioned purposes in conjunction with your use of Airside.
- 2.2 The legal basis for SAS’ processing of your personal data in conjunction with your use of Airside and acceptance of the Terms is your employment contract with SAS. SAS processes your personal data to comply with our obligations under the employment contract and to provide the services offered in Airside to you in accordance with the agreement concluded between you and SAS by your acceptance of the Terms.
- 2.3 Using Airside is voluntary, and your choice as to use or not use it, will have no consequences for your employment. You can choose to terminate your account and stop using Airside at any time as set out in Section 5.

3. WHAT DATA IS COLLECTED AND HOW IS IT USED?

SAS will process and store the following types of personal data in Airside:

- 3.1 Employee contact information. In order to use Airside you need to log in to the Airside app using your SAS employee email address and password. This might require two-step authentication, if activated for your SAS account. Your account will be paired with your name (first name + surname) as well as your SAS e-mail address and **phone number**, which are retrieved from SAS' internal systems. Phone number can be edited within the app and you will be able to decide whether to keep it public or private.
- 3.2 Roster data. Airside will retrieve your Roster data from SAS internal systems (CMS). Roster data will always be visible to the other members of a crew for each specific flight. It is optional if you want to make your Roster visible to other users of Airside and you can control this in the app settings.
- 3.3 Location. **Airside is not collecting location data on your position, it is only used** to detect device location to enable check-in capabilities when you are on duty. This is done within the device and SAS systems are not storing your location nor any SAS admin is capable to access your location
- 3.4 Picture. You can choose to upload a picture of yourself to your Airside profile, the picture will then be visible to **all users** of Airside. You can delete or change the picture yourself at any time.
- 3.5 In-app chat. You and your crew and other colleagues may chat with each other in the app. The conversations are only visible to the members of the relevant chat. SAS doesn't store any chat conversations on the server, all conversations are cached locally on your private device and will be wiped out after you logout or uninstall the app.
- 3.6 Personal notes and notes to other crew. You are able to add notes to your active flights, you can decide whether your notes are visible to only you, to your cabin crew, to your flight deck or to both. When you delete your note, no storage will be kept on SAS servers. You can add notes and tips to hotel, station and destinations.

4. RECIPIENTS OF DATA

- 4.1 Other users of Airside will be able to see your personal data depending on which privacy settings you choose in the app (see section 3 in the Terms). Regardless of your privacy setting, other crew members of your active flights will always be able to access your name, employee ID, previous and next duty and your qualifications and seniority. SAS will only display personal data submitted by you (such as uploaded pictures) within the Airside app. However, please be aware that SAS cannot prevent other users from sharing of data outside Airside.
- 4.2 Airside is a SAS internal developed application. Data is stored within Microsoft Azure Private Cloud as for all SAS enterprise applications.

4.3 SAS will not share your personal data with any other applications in your mobile device. Feature like integration with third party applications like calendar sharing and LogTen are optionals and define in the profile settings.

5. HOW DO I DELETE MY DATA/ACCOUNT?

5.1 You may delete your Airside account at any time and all your personal data within Airside will then be deleted. Your deletion of your account and thereby your termination of the agreement concluded by you and SAS will not affect the lawfulness of the processing before the withdrawal. Please note that the deletion of the app itself will not cause deletion of your account.

5.2 Your data in Airside is retained until you delete the account or until your employment with SAS terminates, which will automatically entail the deletion of your account including your personal data within Airside (chat, conversations, notes and thumbnail pictures).

5.3 Please note that personal data connected with your employment will still be processed and stored in other of SAS internal systems with the support of your employment agreement. Personal data solely submitted by you in Airside will however always be deleted, such as your uploaded pictures.

5.4 If you need assistance, please send an e-mail marked "Airside App" to secureData@sas.se.

6. WHAT ARE MY RIGHTS?

6.1 You may at any time request the rectification or erasure of your personal data. Please note, however, that deletion could mean that your Airside account expires. You have the right to request a copy of your personal data from our record. You also have the right to request a limitation of the use of your personal data (for example if you deem the data to be incorrect) or the termination of use of your personal data (for example as regards the use of the data to improve the Airside application). You are entitled to request the personal data used to administrate your account in a machinereadable format and may transfer the data to another data controller.

6.2 If you wish to receive a copy of your personal data, along with information about the processing, please go to the settings section of your Airside account. The information will be sent to the e-mail address you provide when requesting the information.

6.3 Requests to exercise your rights as stated above shall be addressed to Scandinavian Airlines System Denmark-Norway-Sweden in an envelope marked with "Attn.: SAS Data Protection Officer" or by e-mail to the following address dataprotectionofficer@sas.se.

6.4 If you have a complaint regarding the processing of your personal data by SAS, you are entitled to report such concern to the Swedish Data Protection Authority, the supervisory authority for SAS's processing of personal data.

7. COOKIES

No cookies are collected from the client application.