

Privacy Statement relating to purchasing processes (procurement) at Avinor

Last updated on 12 July 2018

This Privacy Statement provides information about how and why Avinor processes personal data and individual rights in connection with procurement processes conducted by Avinor, in accordance with the new General Data Protection Regulation (GDPR).

1. DATA PROTECTION MANAGEMENT

Avinor AS (Oslo Atrium, Dronning Eufemias gate 6, 0191 Oslo), hereafter also referred to as «Avinor», is responsible for its processing of personal data. The CEO is responsible for overall operational processing.

2. WHAT PERSONAL DATA IS PROCESSED?

Personal data is information that can either directly or indirectly identify an individual. It comprises both factual information about someone, assessments which are made about that person and other information that can be linked to them.

GDPR distinguishes between ordinary personal data and so-called “special category data” (sensitive data). The latter category includes data about health, religion and trade union membership.

GDPR regulates the use of personal data when such is included in manual personal records or when such data is processed electronically. Avinor processes personal data both electronically and manually.

Avinor stores some personal data in its company systems. Personal data shall be adequate, relevant and limited to what is necessary, and shall only be used for specific, explicit and legitimate purposes.

3. WHERE IS DATA OBTAINED FROM?

In connection with procurement, tenderers submit documents using our digital competition implementation tool which contain personal data. This will typically include the names and positions of people who are authorised to submit tenders on behalf of the tenderer and the CVs of the personnel involved.

4. THE PURPOSE OF PROCESSING

Avinor will ensure proper and legal processing of personal data and will only use personal data for expressly designated, specific, explicit and legitimate purposes, in accordance with the relevant legislation.

Avinor processes personal data about the employees of companies which submit tenders/participate in competitive tendering. Below you will find a list of the main purposes for which personal data is processed:

- When engaged in competitive tendering we need to know who is authorised to submit tenders for the tenderer in question, their position in the tenderer's company and any contact information such as e-mail addresses and phone numbers.
- When engaged in competitive tendering, we may need information which has been provided in CVs in order to assess the experience and expertise of the personnel involved.

5. LEGAL BASIS FOR PROCESSING

We only process personal data if the following conditions contained in Article 6 of the GDPR have been complied with:

- Processing is necessary for purposes related to interests which are justified for us or third parties, and your interests or basic rights and freedoms do not take precedence over and require the protection of personal data. For example, our interests in the development, evaluation, marketing and sale of our products and services, cf. Article 6 no. 1, letter f) of GDPR.

When processing special categories of personal data (sensitive data), our legal processing basis is the same as the above mentioned processing bases contained in Article 6, or in one of the provisions contained in Article 9 no. 2 of the GDPR, for example letter f) if it is necessary to process data so that Avinor can determine, apply or defend legal claims.

Examples of national legislation:

- The Norwegian Personal Data Act and the General Data Protection Regulation govern how Avinor processes personal data.
- The Norwegian Freedom of Information Act contains rules which govern when documents are officially available to the public and when they can be withheld from public disclosure. Documents which have not been withheld are available in the public records on our website.
- The Norwegian Public Administration Act contains the rules which govern the administrative procedures which will apply when your case is processed. As a party to such cases, you have special rights which include having insight into case documents.
- The Norwegian Public Procurement Act and the Norwegian Procurement Regulations govern the processes which apply to undertaking public procurement.
- The Norwegian Archives Act contains rules which govern the retention, storage and deletion of case documents, as well as archival institutions.
- The Norwegian Security Act is designed to counteract threats to Norwegian independence and security, along with other vital national security interests.

6. WHO HAS ACCESS TO PERSONAL DATA?

Personal data and special categories data will only be available to Avinor employees who are responsible for conducting competitive tendering/contract managers and the Administration and Financial Department for those purposes outlined in this Privacy Statement and on the basis of their service-related requirements.

We also use data processors who assist us with various processes at Avinor and who will consequently be able to obtain access to data about you in order to supply and operate the services provided by Avinor. Generally speaking these data processors will be:

- Suppliers who help with the operation of various company systems
- Suppliers who help with security, e.g. access control systems.

Avinor has entered into written data processing agreements with all of its data processors and subcontractors in accordance with the provisions contained in the GDPR. The transfer of personal data to a data processor or subcontractor outside Norway will be subject to those privacy regulations and information security provisions which apply at any one time. Special agreements will be entered into relating to any transfers of personal data outside the EU/EEA area in accordance with EU Model Clauses which are approved by the EU Commission. For any recipients in the USA, a Privacy Shield scheme will be an approved alternative.

In some cases Avinor will need to share your personal data with other data protection officers. For procurement, such officers will typically be suppliers of digital competition implementation tools (cf. Item 3 above).

The public authorities can also order us to share your data with the Norwegian Tax Administration and the Norwegian Labour and Welfare Administration.

7. HOW IS YOUR DATA STORED?

Personal data which is processed in connection with procurement is stored in Avinor's digital archives; Public 360. These archives have been set up in accordance with the rules contained in the Norwegian Archives Act and they comply with the Act's rules on archiving.

8. RIGHTS OF THOSE REGISTERED

GDPR specifies a number of rights relating to personal data.

Although this Privacy Statement provides a lot of information, it is also possible to ask for more detailed information about how we process personal data.

10. HOW DO WE SAFEGUARD INFORMATION?

Avinor will ensure that appropriate technical and organisational measures are in place in order to protect the confidentiality, integrity and availability of the information. Avinor has established rules and procedures which are designed to protect personal data in accordance with the rules contained in the Norwegian Personal Data Act. We will use all reasonable precautionary measures to ensure that our employees, data processors and third parties act in accordance with these guidelines and our obligations pursuant to privacy legislation, including the principles relating to privacy by design and data minimisation.

Avinors Data Protection Officer can help with any questions relating to privacy.

11. CONTACT INFORMATION

If you have any questions regarding these guidelines or on how we process personal data, you can contact us at personvern@avinor.no or send a letter to Avinor AS, attn.: Data Protection Officer Mari Wiker PO Box 150, 2061 Gardermoen, Norway.

12. AMENDMENTS TO THIS STATEMENT

Avinor reserves the right to amend or update its Privacy Statement for purchasing processes. All amendments will apply with effect from the date on which they are made and they will comprise any data collected after that date, as well as any existing data. You can find out when these guidelines were last revised by checking "Last updated" at the top of the document.
