

Magnum Aviation – Data Protection Policy

Effective Date: March 25, 2025

Version: 2.0

1. Purpose

This policy describes how Magnum Aviation protects personal and operational data shared by clients and operators during flight handling and related services. It ensures responsible and secure processing of sensitive aviation data.

2. Scope

This policy applies to all client and flight-related data we collect in the course of providing handling services, including:

- Operator and crew contact details
- Flight schedule and aircraft data
- Passenger and crew information (where applicable)
- Slot IDs and operational instructions
- Billing and VAT information

3. Data Protection Principles

We adhere to the following principles:

- Lawfulness and transparency – We collect only data required for flight support and communicate how it's used.
- Purpose limitation – Data is used solely for providing aviation ground handling and related services.
- Data minimization – We collect only necessary information.
- Accuracy – We rely on operators for accurate data and do not alter flight-related inputs.
- Confidentiality and security – We protect client data using technical and organizational measures.

4. Security Measures

- All client communications and documents are handled using Microsoft 365, protected with multi-factor authentication (MFA).
- Access to documents and communication is restricted to authorized personnel.
- All employee accounts and administrative access require two-factor authentication (2FA).
- Internal systems are hosted on a secure server, with daily backups and access control.
- All client records are stored securely and are not shared with third parties unless legally required or explicitly instructed.

5. Client Rights

Clients can request:

- Information on how their data is used
- Correction or deletion of inaccurate data
- Limited processing or access to their data, where applicable

6. Review & Updates

This policy is reviewed annually or when significant changes in regulation or systems occur.

Approved by:

Magnum Aviation GmbH

March 25, 2025