

APPLICANT DECLARATION

Applicant - Caution and Conditions

Applicant In signing this application you are agreeing to the details listed below.

CAUTION Under Section 21B Subsection (1) of the Aviation and Maritime Security Act 1990, It is an offence to:- Give false information either for the purpose of or in connection with an application for a identity document (pass) or in connection with the continued holding of an identity document that has already been issued. Offenders may be prosecuted and fined. This issuing authority may verify any information supplied, through any appropriate method.

1. All information given in this application is correct to the best of my knowledge and belief. I have read and agree to the above Caution and I understand it.
2. I hereby certify that I have read and understand the Security Awareness Direction for Temporary Visitor, Temporary Employment & Escorts /Sponsor's.
3. I will return the Security ID and supporting document immediately once the validity has expired, or I cease to have reason to hold it, whichever is the earliest.
4. The issuing authority may share the information provided and information about my Security ID card use with government agencies.
5. I understand and accept that failure to comply with a MAG Airport bylaws and current Security Regulations may result in the withdrawal of my Security ID.
6. I will present the identity documents used at the time of collection along with the Temporary Visitor 1-7 day Security ID card each time I enter the Critical Part of the airport.
7. I will only carry tools into the Critical Part of the Airport that will be required.

Sponsor - Caution and Conditions

Sponsor In signing this application you are agreeing to the details listed below.

Certificate: I hereby authorise a MAG Airport to issue a Temporary Visitor 1-7 day Security ID card to the person named on the application as requested. I undertake to return this Security ID to the issuing authority when the holder ceases to have cause to enter any restricted area. To the best of my knowledge and belief there is no reason why the person named hereon should not be given access to the restricted area's at this airport and I confirm that such access is required in connection with the business of this company for the period stipulated. I understand one full Security ID holder may escort up to six Temporary Visitor 1-7 day Security ID card holders who are attending the Airport, at any one time.

When you sign to accept responsibility for a Temporary Visitor 1-7 day Security ID card holder at a MAG Airport, you must sign a declaration to confirm you accept responsibility for:

1. Ensuring that your Temporary Visitor 1-7 day Security ID card holder is escorted at all times within the Critical Part.
 - * In line of sight and at close vicinity which allows you to intercede with their actions as appropriate.
2. Advising your visitor they may only take essential items including 'Tools of the Trade' into the Critical Part, any other bags/items should be stored securely by the escort.
3. Ensuring that your visitor is only escorted to those parts of the Critical Part that are either commercially or operationally necessary.
4. Ensuring that when your visitor has completed his/her visit, that the Security ID and supporting document are adequately destroyed.
5. Remember that all ID transactions are traceable
6. Ensuring that the Security ID is adequately destroyed after completion of pass duration.
7. The Temporary Visitor 1-7 day Security ID card holder is your personal responsibility at all times until the Security ID is returned.
 - * Penalties will be incurred by both you and your employer should any of the above regulations not be adhered to, including the possibility of prosecution.

As the sponsor, I understand that every escort for this individual must be briefed on the above responsibilities

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:

Signature of Sponsor:

Date:

Date:
