**easyJet Letters to Santa**

**Privacy Notice**

1. **Introduction**

We are easyJet Airline Company Limited (**easyJet** or **we** or **our**) our offices are located at Hangar 89, London Luton Airport, Luton, Bedfordshire, LU2 9PF.

We will give a little bit of help Santa Claus for Christmas. We will collect children’s letters on behalf of Santa Claus (‘**Letters**’) and carry these Letters in our planes to deliver them directly to Santa Claus in Lapland!

This document is aimed to explain you how we are going to handle your Letters collected on our Santa’s letter boxes in airports. This document also explains how we collect and use your personal data as part of our mission to deliver your Letters to Santa. We are collecting the Letters on behalf of Santa Claus and as such we are responsible to ensure your Letter is handled properly and delivered to Santa in line this document.

‘**Personal data**’ basically means any information about you that is on your Letter to Santa such as: your name, surname, age, home address, or any information about you and your family that you wish to share with us or Santa.

If you are **under the age of 16**, please make sure your mum, dad or guardian agrees that you entrust us to deliver your Letter to Santa. You should also ask your mum, dad or guardian to help you understand this document. If you have any question, please ask to our members of staff.

1. **Personal data we collect about you**

If you use one of our letter boxes available on some UK airports, we may access the following personal data about you if these are easily available on the envelop: name, surname and home address. We won’t read or take any copy of your Letters as these aren’t addressed to us! And we will never open any letter sealed into an envelope. These letters are private and are addressed to Santa’s and his elves’ eyes only.

1. **How we use and share your personal data**

As Santa’s little helper, easyJet will collect your Letter and deliver it to: Santa Claus’s Main Post Office, Tähtikuja 1, 96930 Napapiiri Arctic Circle, Finland.

Santa’s official Postal services are run by Santa’s elves with the assistance of Posti services. You can find out more on how Santa and his elves will use your Letter and personal data at: <https://my.posti.fi/en/santa-claus-main-post-office>.

1. Be assure that we won’t share your Letter and personal data with anybody else than Santa and his elves. And we won’t send you any marketing. **How we protect your personal data**

We take reasonable steps to stop bad things happening to your Letter. You can also take two simple steps to protect your Letter and its content by:

1. protecting your Letter into a sealed envelope, and
2. making sure that no information about you or your family is visible on the envelope.
3. **How long we keep your personal data**

We aim to deliver all Letters to Santa by **Tuesday 19th December 2023**. Once we deliver the Letters to Santa, we won’t keep any copy of your Letter.

1. **Rights in relation to the personal data**

If you change your mind and you no longer wish us to send your Letter to Santa, please contact us immediately at: proncall@easyjet.com

We may also need proof of your ID and your parents or guardian ID so that we can process your request. If you are a **child under the age of 16**, it may be easier for your mum, dad or guardian to get in touch with us on your behalf.

We will try our best to identify your Letter but to do this you will need to assist us to identify the Letter before we deliver the Letter to Santa. The following information will be useful:

* how and where it was collected
* which day you handle the Letter to us
* description of the envelop and any particular details which may help us identifying the Letter

Where we can’t do what you have asked, we will reply to you to say why not.

If your Letter has already been delivered to Santa post office in Lapland, you might be able to get hold of your Letter by contacting Posti using the information available at: <https://www.posti.com/en/contact-us/>

You or your parent or guardian can raise any concerns about the way easyJet handles personal data with the UK data protection regulator, the [Information Commissioner’s Office](https://ico.org.uk/concerns/) via their web-form at <https://ico.org.uk/concerns/> or call the ICO helpline on +44 (0) 303 123 1113.

1. **Contacting us**

If you have any questions about the use of your personal data under this notice, please contact us at:

easyJet Group Data Protection Officer
Hangar 89
London Luton Airport
Luton, Bedfordshire
LU2 9PF
United Kingdom.

Email: data.protection@easyJet.com

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