

**Invercargill Airport Security Access Card (SAC)
Terms and Conditions of Use.
(Applicant copy)**

The SAC is provided by Invercargill Airport Limited (IAL). The following Terms and Conditions apply to the use SAC cards by all cardholders (temporary or permanent).

Conditions of Use

The SAC is issued as a means of providing access to approved persons to operational areas of Invercargill Airport. The card must remain in control of the cardholder at all times. Safeguarding and ensuring proper use of the SAC is the cardholder's responsibility.

The card is for individual use only and is not transferable. The cardholder must not lend a SAC to anyone else in order to allow them to gain access to Invercargill Airport operational areas. Evidence of this occurring will result in the card being revoked, and appropriate follow-on action being taken.

The cardholder must take all reasonable care to prevent the SAC being damaged, lost, stolen or misused.

By accepting the SAC, a cardholder is deemed to have accepted these Terms and Conditions or any subsequent amendments which will be advised by letter.

Rights of Invercargill Airport Limited

The SAC remains the property of IAL.

IAL reserves the right to withdraw from an individual, any or all of the facilities of the SAC or to replace the SAC with one or more alternatives, without prior notice. IAL may demand the return of the SAC if it reasonably believes that the SAC has been misused. IAL reserves the right to change the terms and conditions for the use of the SAC and will advise these changes in advance by letter to the cardholder.

Lost or Stolen Cards

If a SAC is lost or stolen, then the cardholder shall immediately advise the airport Security Manager on 021 456 170, or by e-mail to operations@invercargillairport.co.nz. A replacement card may be issued by the security manager if deemed appropriate.

A replacement fee may be charged.

Problem cards

If a cardholder is experiencing problems with door access then the cardholder will need to contact the Security Manager on 021 456 170, or by e-mail to operations@invercargillairport.co.nz.

If the SAC is deemed to be faulty as a result of misuse/damage, a replacement charge may be applied.

Security

All reasonable precautions must be taken by cardholders to prevent loss or damage to their SAC, including tampering, defacing or misusing the SAC in any way.

Surrender of SAC

If a contractor, visitor, or employee no longer requires access to the airport facilities, then they are to surrender their SAC at the Invercargill Airport Management Office. In the event that the SAC is not surrendered, it will be disabled for access to facilities from the date of leaving, and a recovery fee of \$50.00 will be charged.

Data Protection*Privacy Act 1993*

The personal information associated with the SAC will be processed, maintained, and stored by IAL in accordance with the terms and conditions of the privacy Act 1993. IAL will hold your data securely and not make it available to any third party unless permitted or required to do so by law. The cardholder's information will be used as follows:

- IAL will only collect information for use on security systems that it believes to be relevant and required to process SAC information.
- IAL may pass on cardholder information to third party companies who are involved in providing IAL IT systems and ensuring SAC services are maintained as permitted by law.
- IAL aims to maintain cardholder information and keep it up-to-date.
- SAC systems will follow existing IAL policies on the retention of personal information.
- By signing for the acceptance of the card, it is understood that the cardholder has read and agreed with the conditions described above.
- The information held for the SAC will only be used by IAL to provide identification and appropriate door access and associated services.
- In the event of a dispute, IAL may rely fully on the data held on the SAC or associated account and related hardware as conclusive evidence of access history.
- IAL may also rely on any data on the SAC system as conclusive evidence of the matters recorded in it and that the accesses described by them actually occurred.

End of terms and conditions

Intentionally blank

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End of terms and conditions

SAC Application Form
AIC Details (or attach colour photocopy of AIC)

First Names	
Last Name	
Company / Employer	
Role / Position	
AIC Number	
AIC Expiry	

Applicant Contact (for access expiry notifications, 3 yearly max)

Contact phone	
Contact email	
Areas for which access requested	
Terms and Conditions of Use read and understood – Sign →	
Access card received - Sign →	

**Approval
(office use only)**

<i>Access Groups initially given</i>	
<i>AIC Sighted or attached (circle)</i>	<i>Sighted / Attached</i>
<i>Card number issued</i>	
<i>Approver name</i>	
<i>Approver sign</i>	
<i>Date approved</i>	