

## London Luton Airport - Applicant ID Pass Declaration and Security Interview

As the applicant named on this form, I confirm the following:

<b>Applicant Name (Print):</b>	<b>Mark box to complete</b>
<b>Company Name:</b>	
1. Have you previously been issued a pass from a UK Airport?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. If yes, please specify which Airport:	
3. I confirm the information given in support of the application for an Airport ID Pass is complete and accurate.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. I understand that that it is an offence, under the Aviation Security Act 1982 as amended by the Aviation and Maritime Security Act 1990, to knowingly give false information, either for the purpose of, or in connection with, an application for an Airport Security ID Pass.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. I have provided proof of identity to my employer and my eligibility to work in the UK. I understand that I must present the same identity document to the ID Centre at the time of the ID Pass issue.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. I give my authorisation for approaches to be made to former employers, education establishments, government agencies and personal referees for verification of the information provided. I consent to information relating to my ID pass application being shared and uploaded onto IDGateway™.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. I confirm that prior to an ID pass being issued I will complete General Security Awareness Training (GSAT) or CAA equivalent to be arranged by my employer. <i>(Not required for Statutory Rights ID passes)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. I declare that I have no disqualifying criminal convictions other than any that are treated as spent under the Rehabilitation of Offenders Act 1974 and have no criminal convictions outside of the UK.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. I declare that I will notify my employer and the Airport Deputy Head of Security within 14 days of any new criminal offence or subsequent criminal charges that may disqualify me from holding an airport ID pass.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. I understand that Law Enforcement agencies may disclose any relevant criminal charges to the Airport Deputy Head of Security in relation to holding a full pass at this airport	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. I confirm that I have read, understood and agree to LLA's Airport Access Terms for Workers located <a href="#">here</a> .	Yes <input type="checkbox"/> No <input type="checkbox"/>
12. I understand that failure to comply with a verbal or written instruction (including the airport by-laws, Airport Manager Notices), by an airport official or law enforcement officer may result in withdrawal of my airport ID pass.	Yes <input type="checkbox"/> No <input type="checkbox"/>

13. I agree that, if my ID pass is Lost or Stolen I will report it to my manager or airport security immediately and when the airport ID pass is no longer required for the given purpose, I shall return it to my employer immediately for cancellation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
14. I confirm that I have read and understood the Aviation Security Policy.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>15. London Luton Airport Operations Limited (LLA) collects personal information when you, or a sponsor on your behalf, apply for an LLA identification pass and when you use one or more LLA identification passes at London Luton Airport. For details about the personal information LLA collects, how LLA collects it, why LLA needs it, what LLA does with it, how long LLA keeps it and what your rights are, please see LLA's privacy notice at <a href="https://www.london-luton.co.uk/privacy-notice">https://www.london-luton.co.uk/privacy-notice</a></p> <p><b>Applicant Signature:</b> _____ <b>Date:</b>     /     /</p>	

# AVIATION SECURITY POLICY



**London Luton Airport is committed to assuring the protection and safety of guests, everyone who works at the airport, the general public, aircraft and facilities serving civil aviation against acts of unlawful interference.**

**In pursuit of this objective, London Luton Airport commits to:**

- A continuous improvement programme which consistently monitors and reviews security performance;
- Ensuring aviation security requirements and all applicable standards are met or exceeded, consider best practices of others and sharing of our own;
- Providing appropriate resources, assigning clear responsibilities within the security team and ensuring adequate training is provided, including SCaN for Customer facing staff;
- Mitigating the risk of recruiting staff who are likely to present a security concern;
- Eliminating the likelihood of existing employees becoming a security concern; including a regular review of roles that may pose an Insider risk;
- Reducing the risk of insider activity by following the Insider Threat Mitigation Framework, protecting London Luton Airport's assets and, where necessary carrying out investigations to resolve suspicions or providing evidence for disciplinary procedures;
- Enforcing security awareness as the responsibility of all personnel within the Airport, by mandating GSAT for all Airport Pass holders;
- Increasing and improving communication between Security and those working at and with the airport, providing regular Security Comms to all Airport workers;
- Promoting security reporting procedures (including access to the Anti-Terrorist hotline and Whistleblowing Policy), provided by NAVEX (contact 0800 046 5663);
- Continuing to drive a positive security culture through engagement with LLA colleagues, third party contractors, including transport providers, hotels and Fixed Based Operators (FBO's);
- Maintaining an Airport Security Programme (ASP) ensuring compliance with the National Aviation Security Programme (NASP) when considering threat and risk; and
- Ensuring all our visitors and short term contractors have appropriate passes and are provided with an Escort while on site.

**The Accountable Manager will endorse this policy and shall;**

- Identify security as a high organisational priority mutually supportive of commercial and operational priorities;
- Reflect organisational commitments regarding security and the Airport's proactive and systematic management, through the SeMS Framework;
- Ensure it is communicated, with visible endorsement, throughout the Airport;
- Include security reporting principles, such as reporting acts of unlawful interference, drone sightings, security concerns of a colleague and credible threats against the Airport to the Appropriate Authority, including protest groups.
- Be reviewed annually to ensure it remains relevant and appropriate to the Airport.