



Topic: Usage of personal phones on Ramp

Hello all,

To ensure a smooth and secure operation on the ramp, we would like to inform you about the regulations regarding the use of personal mobile phones during work and remind you of their importance.

1. **Prohibition of Using Personal Mobile Phones for Airline DCS Applications**

- It is strictly prohibited to use personal mobile phones for Airline DCS applications such as Altea FM or similar systems.
- For these tasks, the company-provided phones must be used. These devices are specifically configured for secure access to airline systems and ensure the protection of sensitive data.

2. **Handling of Airline-Related and Personal Passenger Data**

- No airline-related or personal passenger data may be communicated or processed via personal mobile phones.
- All such data communication and processing must be conducted exclusively through the designated company phones to ensure data protection and security.

3. **Liability for Damage to Personal Mobile Phones**

- You are free to use your personal mobile phones during work as long as it does not interfere with work procedures and no airline/ customer related data is communicated via your personal phone.
- However, please note that DHS GmbH will not be liable for any damage to personal mobile phones that may occur while working on the ramp.

These regulations are crucial for maintaining safety standards and protecting confidential information. We therefore urge you to adhere to and implement these guidelines diligently.

If you have any questions or need further information, please do not hesitate to contact your supervisor or the IT department.

Thank you for your understanding and cooperation.

Best regards,

Laura