

Privacy Statement

Summary

Scope

This notice provides a summary of the full **Aviation Training Directory** Privacy Statement. Both the notice and the **Aviation Training Directory** Privacy Statement apply to information collected by Aircraft Certified Engineering via the www.aviationtrainingdirectory.com website and in any manner described in the **Aviation Training Directory** Privacy Statement.

Personal Information

We collect personal data about you when you enrol as a learner. At enrolment, we may ask you for sensitive personal data and for your consent to use it for a specific purpose. If you do not wish to provide this information, you do not select the Terms and conditions option.

We use cookies and other technologies to keep track of how you interact with our website and to target advertising. You may also turn cookies off in your browser. However if you do so, you may not be able to use certain features on the website.

Purposes and Disclosures

We use your personal information to deal with your queries, to provide you with the services you request and for general statistics and research.

Depending on the preferences indicated by you, we may use your personal data to contact you about **Aviation Training Directory** developments and offers and for customer feedback.

We may disclose your information to third parties who may take over some or all of the **Aviation Training Directory** business in the future.

We will disclose your personal data to the approved training provider that will be delivering and supporting your course (who may use it for any of the above purposes). Following registration, enrolment and/or enquiry, our approved training providers will have access to your name, date of birth, full address, username, email address and telephone number.

We may also find it necessary to share your personal information to third parties located outside the European Economic Area (EEA). This may happen where approved training providers are based outside of the EEA. Be aware that the data protection and other laws of these countries may not be as comprehensive as those in the EU. By accepting the terms and conditions you approve that your personal information will be shared with aviation training providers in such countries.

Important Information

Your personal data is protected by Dutch data protection law.

How to contact us

To obtain a copy of your personal data, to correct inaccuracies or if you have any queries or concerns about how we handle your personal data, please contact us by email: contact@aviationtrainingdirectory.com

Full Privacy Statement

By using www.aviationtrainingdirectory.com or any of its subsidiaries mentioned in the copyright statement under ('the Website') you accept the terms of this privacy statement, the copyright statement and the terms and conditions on this website.

Our commitment to privacy

This privacy statement explains how Aircraft Certified Engineering (referred to as "we", "us" or "**Aviation Training Directory**") collects information from you via the website or in any manner expressly described in the privacy statement and how this information is then used. When you provide us with your personal data you consent to us processing all such personal data as set out in the privacy statement. Please read this privacy statement carefully and revisit this page from time to time to review any changes that we may have made.

Giving information for other people

When you give us information about another person, the other person must have agreed to let:

- us process all their personal data; and
- you receive any data protection notices for them.

When you send information for someone else, you are confirming that you have told them:

- which data they must give;
- which information is voluntary; and
- how they can access and, if necessary, correct the data we hold about them.

The information we collect during the register process

When you register with us, you (or the person registering you) must tell us:

- your company name (Training providers only);
- your full name;
- your address (Training providers only);
- your city (Training providers only);
- your zip code (Training providers only);
- your country (Training providers only);
- primary telephone number (Training providers only);
- your valid email address;
- Invoice address details if different from company address.

The information we collect during the enrolling and/or enquiry process (for users only!)

When you enrol or make an enquiry (prospectus request) with us, you (or the person enrolling/enquiring you) must tell us:

- your full name;
- your current position
- your address;
- your city;
- your zip code;
- your country;
- primary telephone number;
- your valid email address;
- your date of birth.

We also request other information but you don't have to give us these details. Following enrolment or enquiry via the website our approved training providers, may request additional personal data from you in order to further support your course or request. You do not have to provide this information, but if you do not, the approved training provider may decline your booking or request.

During the registration process we will ask you for a password and username.

How we use the information we collect

We use your personal information

- to answer your queries or complaints;
- to deliver our services;
- to carry out administration;
- to improve the quality of services;
- for general statistics and research;
- for obtaining any relevant professional advice;
- as may be required by law or in connection with legal proceedings (including where we intend to take legal proceedings), or as may be necessary to establish, exercise or defend our legal rights.

Third parties and sponsors

To achieve the purposes set out in this privacy statement we may need to share your information with our approved training providers. Following registration, enrolment and/or enquiry, our approved training providers will have access to your name, date of birth, address, username, email address and telephone number.

We may also give your information to third parties who may take over part or all of the **Aviation Training Directory** business in the future, but only for the purposes outlined in this privacy statement.

Keeping you informed

If you do wish to receive information about **Aviation Training Directory** developments and offers by email, please invite us to contact you by ticking the appropriate boxes. If at any time, you change your mind about receiving updates, you can change your preferences using "My ATD" on your profile page.

We will never use your sensitive personal data for marketing purposes or to target you for customer feedback purposes without your express consent.

Statistics

We collect website statistics which may contain for example, the number, geographic location and sex of persons using **Aviation Training Directory**, but you cannot be personally identified from this information.

Requests for information

If you have not registered as a user but are simply making an enquiry or request for information, we will use your personal information to reply to your enquiry or request. We will not use this information for marketing purposes without your permission or unless you invite us to do so.

Protecting your personal information

We are exempt from registration as a data controller according category 38, by the Dutch data protection Authority in line with the Dutch Data Protection Act, 01 September 2001 (Wet bescherming persoonsgegevens). We do take appropriate technical measures to protect your personal information including making a regular backup of our system and data. We have security measures in place to make sure any personal information we collect is secure. Your account is password protected and all information including your password is on a secure server, which only a limited number of employees and sub-contractors can access. All parties with access to your information are subject to confidentiality obligations. If you think someone else knows your password, or is using it, tell us immediately and change your password using the "change my password" option under "My ATD" on your profile page.

Even though we take appropriate technical steps to protect your security, you should remember that data transmission over the internet cannot always be guaranteed as 100% secure so you use the website at your own risk.

Keeping your personal data

We keep personal data:

- for as long as is necessary to fulfil the purposes we collected it for;
- as required by law; or
- to enforce or defend legal claims.

Cookies

Cookies are small text files which are sent to your browser by a web server and stored on your personal computer's hard disk. We use cookies on our site to :

- cut down the number of times you have to type in data;
- record the success of advertising, to target advertising and to track visitor usage; and
- track responses to regular customer surveys and to make sure you don't see the same survey more than once.

The cookies used on the website do not collect your personal information.

You can disable cookies but if you do, you may not be able to use certain features on our site and you may need to enter your password more frequently.

Your rights

You have the right to ask for a copy of all the information we hold about you (we will charge you a small fee for this) and to correct any inaccuracies. To obtain a copy of this information, please email us. You can amend your details on the website at any time using "My ATD" on your profile page.

Links

Our website contains links to other websites. We are not responsible for the privacy policies of other sites and we advise you to read the privacy statement of every website that collects personal information from you.

Other information

You should note that if our business (or any part of it) is sold or transferred at any time, the information we hold may form part of the assets transferred although will still only be used in accordance with this privacy statement.