

Aviation Training Ltd - Privacy Notice

Our contact details

Name: Aviation Training Ltd

Address: 39 Pettit Road, Godmanchester. PE29 2DB

Phone Number: 07723 002265

E-mail: info@aviation-training.co.uk

Website: www.aviation-training.co.uk

ICO Registration Number: ZB187837

Last Reviewed: 13th November 2022

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Details about your CAA licencing and examinations results (excluding medical information)
- Details contained on documentation you provide to validate you identification (e.g. passport / driving license)
- Non-personal data collected through Google Analytics when you use our website

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To enable us to contact you regarding the training we are either providing or planning to provide.
- To keep records of the training we have provided and the results of any examinations or tests to enable us to meet our obligations to the CAA
- Audio recordings made during the testing process which are required by the CAA for auditing purposes or in the event you make an appeal following a failed test.

We also receive personal information indirectly, from the following sources in the following scenarios:

- From information you have provided to the CAA when accessing your examination history through the CAA portal
- From your flying school when they provide details of examinations and training they have provided you.

We use the information that you have given us in order to provide you with the training and testing that you have asked us to and keep records of the same both for our own purposes and for the CAA to conduct regulatory audits of our Company.

We may share this information with the UK Civil Aviation Authority (CAA)

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting info@aviation-training.co.uk

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a legitimate interest.

How we store your personal information

Your information is securely stored, whether on our servers, computers or in paper format

We keep any data for a maximum of six years. We will then dispose your information by deleting it from our systems and where it is on a durable media it will be shredded.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at by email info@aviation-training.co.uk or by post to the address at the top of this Privacy Notice if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at 39 Pettit Road, Godmanchester. PE29 2DB or by email to info@aviation-training.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>