

AIRMASTERS (UK) LTD PRIVACY NOTICE

This privacy notice tells you how Airmasters (UK) Ltd will collect and process your personal data if you register as a client, purchase our services and products, and use our website.

About us

Airmasters (UK) Ltd has been in business providing the light sport aviation community with technical support and maintenance since 2007. Airmasters (UK) Ltd also offers a mobile service and also operates from Sulby Airfield in Northamptonshire.

Who to contact regarding your personal data

We take your privacy seriously. Our Data Protection Manager looks after data protection and how Airmasters (UK) Ltd uses your data. They can be contacted directly at gdpr.airmasters@gmail.com

The personal data we collect and process

There are four main ways we process the personal data you provide. We endeavour to keep this information accurate and up to date, and not keep it longer than is necessary.

To administer your account as a customer

In order to provide our service effectively, we need to collect and process the following personal data when we register you as a customer.

Personal data type	How the data is collected
First Name, Last Name	As part of registering to be a customer
Address	As part of registering to be a customer
Phone number (normally a mobile)	As part of registering to be a customer
Email address	As part of registering to be a customer

This personal data will be used to administer your account and provide the products and services you have requested from us. For example, invoicing, calling to confirm or change appointments, and to keep a record for legal and accounting purposes.

Airmasters (UK) Ltd **will not** pass on your personal data to any third parties without your consent unless the law requires us to do so.

How long do we process your data for?

Airmasters (UK) Ltd is required to retain information in accordance with the law, such as information needed for income tax and audit purposes.

In order to comply with our professional liability insurance, we keep and securely store past customers records for seven years. This includes full name, address, email address and telephone number, but excludes bank account details.

We will only process your personal data whilst you are a customer.

Your rights as a data subject

At any point while we are in possession of or processing your personal data, you the data subject, have the following rights :

- *Right of access* – you have the right to request a copy of the information that we hold about you. You can do that by emailing us on gdpr.airmasters@gmail.com. If we do hold information about you we will :
 - a) Give you a description of it;
 - b) Tell you why we are holding it;
 - c) Tell you who it could be disclosed to; and
 - d) Let you have a copy of the information in an intelligible form

Please note that you will need to provide proof of identity – a current passport or driving licence.

- *Right of rectification* – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- *Right to be forgotten* – in certain circumstances you can ask for the data we hold about you to be erased from our records.

Complaints

We take the processing of your personal data very seriously and are here to help with any concerns you may have. Please do contact the Data Protection Manager at gdpr.airmasters@gmail.com

Note : This document is based on our interpretation of the Information Commissioners Office's guidance for UK businesses on how to prepare for GDPR. It should not be regarded as constituting legal advice or relied upon as a legal basis for action.