

## AVIASSIST FOUNDATION DATA PRIVACY POLICY 2018

### 1. About this Guideline

- 1.1 This guideline explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it. We monitor the use of our personal data at our committee meetings.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Guideline from time to time without prior notice. You are advised to check committee meetings' minutes or our Club noticeboard in the hut regularly for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always endeavour to comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### 2. Who are we?

- 2.1 We are the AviAssist Foundation. We are the only independent, non-profit organisation dedicated to providing impartial, independent, expert safety guidance and resources for the African aviation industry. We provide our safety guidance & resources through training courses, social media and Africa's only dedicated safety promotion magazine - SafetyFocus. On top of that, our Safety in African Aviation conference provides Africa's only neutral ground for competitors and regulators to meet and address safety issues. We are reliant on the support from corporations, governments and partners as well as our team of practising professional volunteers. Our impact is that we bring safety guidance and resources for which there are currently no commercially feasible alternatives in region. The Foundation's high quality, cost-effective and crucial safety events address curricula that are topical and often a legal requirement. Our pragmatic way of working includes mobilisation of professional volunteer trainers, working from home offices to reduce overhead costs and distributing our SafetyFocus magazine for free to professionals in 42 African countries. We can be contacted at [admin@aviassist.org](mailto:admin@aviassist.org)

### 3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Name, employer and e-mail address(es).	Managing the Foundation's emailing list to inform professionals about our programs	For the purposes of our legitimate interests in operating the Foundation.
The names, details of employers and postal addresses of recipients of our quarterly SafetyFocus magazine	Dispatching our magazine to professionals in our network	Performing the Foundation's pledge to inform magazine readers about the latest best practices in aviation safety promotion

We do not collect any sensitive data such as gender, date of birth, gender, photos and videos of members or medical details.

## **4. How we protect your personal data**

- 4.1 We will not transfer your personal data outside the EU without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 We use a Dropbox account to store some of our data to make it easy for the Foundation and its staff and volunteers to fulfil their role in the Foundation and access the information that is necessary for our legitimate interests in operating the Foundation.
- 4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

## **5. Who else has access to the information you provide us?**

We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law.

## **6. How long do we keep your information?**

- 6.1 We will hold your personal data on our systems for as long as you are a professional in the aviation industry and for as long afterwards as it is in the Foundation's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it and whether we still need the data to fulfil our mandate. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

## **7. Your rights**

- 7.1 You have rights under the GDPR:
  - (a) to access your personal data
  - (b) to be provided with information about how your personal data is processed
  - (c) to have your personal data corrected
  - (d) to have your personal data erased in certain circumstances
  - (e) to object to or restrict how your personal data is processed
  - (f) to have your personal data transferred to yourself or to another business in certain circumstances.
- 7.2 You have the right to take any complaints about how we process your personal data to the Dutch Data Protection Authority (DPA):

<https://autoriteitpersoonsgegevens.nl/en/contact-dutch-dpa/contact-us>

Autoriteit Persoonsgegevens  
Postbus 93374  
2509 AJ DEN HAAG  
The Netherlands

For more details, please address any questions, comments and requests regarding our data processing practices to the club's secretariat.