

# Guernsey Flying Training Limited

## Privacy Statement

### Overview

Maintaining the security of your data is a priority at Guernsey Flying Training Limited (GFT) and we are committed to respecting your privacy rights. We pledge to handle your data fairly and legally at all times. GFT is also dedicated to being transparent about what data we collect about you and how we use it. This Statement, which applies to both students, visitors and members of the Guernsey Aero Club using GFT's premises, provides you with information about:

- How we use your data
- What personal data we collect
- How we protect your data
- Your legal rights relating to your personal data
- Our legitimate interests

### How we use your data

#### General

GFT uses your data:

- To manage and maintain student records
- To verify your identity
- To contact you about club events which we think may interest you
- Where we have a legal right or duty to use or disclose your information (for example in relation to an investigation by a public authority or in a legal dispute).

#### Marketing

GFT uses your personal data for marketing purposes to update you on our latest events. GFT aims to update you about events and services which are of interest and relevant to you.

You have the right to opt out of receiving such communications at any time by contacting us through the channels set out in this Statement.

#### Sharing data with third parties

GFT will not disclose your personal data to any third party, except as set out below. We will never sell or rent your data to other organisations for marketing purposes. For those members of the Guernsey Aero Club (GAC) who are students of GFT or use GFT aircraft for private hire ('clients') GAC shares its members data with GFT. (In order to fly in a GFT aircraft you must be a member of the GAC).

We may share your data with:

- States bodies, regulators (including the CAA, EASA or any other body that may from time to time regulate our flying and flying training activities), law enforcement agencies, courts, tribunals and insurers where we are required to do so to comply with our legal obligations
- To exercise our legal right (for example in court cases)
- For the prevention, detection and investigation of crime or the prosecution of offenders
- For the protection of our employees and other members of GAC who fly with GFT

## **How long we keep data**

We will not retain data for longer than necessary for the purposes set out in this Statement. Different retention periods apply for different types of data, however we would not normally keep data for more than 7 years.

## **What personal data do we collect**

GFT may collect the following information about you:

- your name, age/date of birth and gender
- your contact details, including postal address, telephone and email address
- your payment card and or bank details
- copies of any correspondence between us.

## **How we protect your data**

GFT is committed to keeping your personal data safe and secure. We do this by:

- encrypting data where appropriate
- regularly reviewing the security of our IT systems
- ensuring data is stored securely and is accessible only to those whose position requires it

## **Your legal rights**

You have the following legal rights:

- the right to ask what personal data we hold about you
- the right to ask us to update and correct any out-of-date or incorrect data
- the right to opt out of any communication we may send you
- the right to ask us to delete your personal data.

## **Our legitimate interests**

The normal legal basis for processing your data is that it is necessary for the legitimate business interests of GFT, including:

- Selling and supplying goods and services to clients
- Promoting, marketing and advertising our events and services
- Complying with our legal and regulatory obligations
- Preventing, detecting and investigating all forms of crime and prosecuting offenders
- Protecting clients, GAC members and visitors, employees and other individuals and maintaining their safety, health and welfare
- Handling client contacts, queries, complaints or disputes
- Fulfilling our duties to our clients, employees, and other stakeholders.

## **Contact us**

If you have any concerns about how GFT uses your personal data, or you wish to exercise any of your rights, then please contact us at:

[gft@guernseyaeroclub.com](mailto:gft@guernseyaeroclub.com)

or write to us at:

Guernsey Flying Training Limited, Guernsey Aero Club, La Planque Lane, Forest, Guernsey, GY8 0DT.

## **Updates**

This policy was first issued in July 2018 and will be reviewed annually by board of GFT.