

Privacy Statement

APMS Aviation Ltd ("we" or "us") is committed to protecting and respecting your privacy.

This statement (together with our Terms of Use and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is APMS Aviation Ltd, Teme House, Whittington Road, Worcester WR5 2RY, England.

Information we may collect from you

We may collect and process the following data about you:

- Information that you provide by filling in forms on our website, (the Site). This includes personal information provided at the time of registering to use the Site, subscribing to one of our services, posting material or requesting further services. We may also ask you for information when you report a problem with our Site. For clarity personal data includes name, address, email and telephone contact details, gender, age, D.O.B.
- If you contact us, we may keep a record of that correspondence.
- We may also ask you to complete surveys that we use for research purposes, or seeking information for regulatory audit purposes in support of our approvals, although you do not have to respond to them.
- Details of transactions you carry out through the Site and of the fulfilment of your order(s).
- Details of your visits to the Site including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access.
- To notify you about changes to our purpose and service.

IP addresses and cookies

We may collect information, including information collected through using Google Analytics and Google Search Console

(www.google.com/analytics, www.zendesk.co.uk, www.google.com/webmasters), about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

For the same reason, we may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve the Sites and to deliver a better

and more personalised service.

They enable us:

- To estimate our audience size and usage pattern.
- To store information about your preferences, and so allow us to customise the Site according to your individual interests.
- To speed up your searches.
- To recognise you when you return to the Site.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of the Site.

Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to the Sites.

Where we store your personal data

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff maybe engaged in, among other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this **Privacy Statement**.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of the Site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to the Site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Some basic personal data is provided to an email service provider, (when consented to), for the purpose of email marketing. See the next section.

Uses made of the information

We use information held about you in the following ways:

- To ensure that content from the Site are presented in the most effective manner for you and for your computer.

- To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes. This is supported through the use of a third party email service provider.
 - To notify you about changes to our service.
 - To provide you with the information about our products and services which we feel may interest you. Should you wish to opt out of such communications please contact accounts@apmsaviation.com
 - To allow you to participate in interactive features of our service, when you choose to do so.
 - To enable our software application suppliers to make modifications.
 - For training and management information purposes.
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- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Terms of Use and other agreements; or to protect the rights, property, or safety of APMS Aviation Ltd, or others.

Your Rights

You have the right to access and view the personal data we hold about you. You have the right to have the personal data we hold about you to be changed, corrected or deleted. You have the right to ask us not to process your personal data for marketing purposes. You can exercise the right at any time by contacting us at accounts@apmsaviation.com

The Site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies.

Please check these policies before you submit any personal data to these websites.

Changes to our Privacy Statement

Any changes we may make to our privacy statement in the future will be posted on this page and, where appropriate, notified to you by email.

Contact

Questions, comments and requests regarding this privacy statement are welcomed and should be addressed to accounts@apmsaviation.com