

RotorSport UK Ltd

Business Procedure BP 1.14, issue 1

Privacy Policy

Procedure Summary	
Type of procedure	Policy and operational
Purpose of procedure	To define collection, use and protection of third-party data.
Scope:	Any RSUK database
Responsibility: author	Accountable Manager / Designated Responsible Personnel
Responsibility: compliance	All personnel
Responsibility: approval	Accountable Manager
RSUK0109, Exposition ref:	N/A
Related BPs:	None
Forms ref:	None

Issue	Issue control - reason for up-issue
1	Initial issue

Approved by:	Gerry Speich, Quality Control Manager	Sig/date:
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Policy

When you become an owner or operator of an RSUK gyroplane or do business with us or our affiliate RotorSport Sales and Service Ltd, we collect and process personal data about you. This document helps you understand what personal information we collect about you, how we collect it, what we use it for, and what rights you have regarding your personal data.

When we talk about "RSUK", "we", "us" or "our", we mean RotorSport UK Ltd, the gyroplane manufacturer, or RotorSport Sales and Service Ltd, trading as AutogyroUK. We use "Policy" to refer to this privacy policy and "Website" to refer to our customer website – www.rotorsport.org.

1. Personal data – what we collect and what we use it for

- 1.1. When you order and aircraft or request purchase of any part or service from us, we generate a personal account on our financial database and our customer contacts databases. We collect the following personal data from you:

- Your full name
- A company name (if appropriate)
- Your correspondence address(s)
- Your preferred telephone numbers

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Your email address

We assign you a password for your access onto the website owners pages

Your date of birth if you request that we register an aircraft on your behalf.

In the case of instructors, engineers and test pilots, your authorisation reference if you wish to be listed on our website.

1.2. We need to process your personal information in order to:

Perform our contract with you in regard to sales and services.

Comply with our obligations to the Civil Aviation Authority with respect to Continued Airworthiness so that Service Bulletins or Mandatory Airworthiness Directives may be communicated to you, and so that you have access to aircraft manuals and other relevant information contained on the website.

2. Disclosure of personal information

2.1. Disclosure of personal information on the website

If you are an instructor, engineer or check-flight pilot and wish to be listed on our website for marketing purposes, we will display your name, contact telephone number, email, website, your general location and your authorisation reference. We will change your information at your request at any time.

Personal information regarding aircraft owners is not displayed on our website.

2.2. Disclosure of personal information to third parties

We disclose your personal information held on our databases to the following parties and in the following circumstances:

To allow third party vendors, consultants and other service providers to perform services on our behalf

To comply with laws or to respond to claims, legal process and requests from public and government authorities

To cooperate with regulatory bodies and government authorities in connection with investigations or case referrals

To third parties in connection with enforcement of our Terms and Conditions

To third parties in order for us to protect our operations or those of our affiliates

To third parties in order for us to pursue available remedies, or limit damages that we may sustain

To third parties in order for us to investigate, prevent or take action regarding suspected or actual prohibited activities, including but not limited to fraud and misuse of our website

To a third party in the event of any reorganisation, merger, acquisition, sale, joint venture, assignment, transfer of other disposition of all or any portion of our business or assets (including any bankruptcy or similar proceedings)

We will never disclose your personal data to any third party for marketing purposes.

3. Data Controller

We are the data controller of the data held on our company databases

4. Links to Websites

Our website contains links to other websites. Our inclusion of such links does not imply that we endorse those websites. We do not control the content of those third party websites and assume no responsibility for the third party or their policies or practices.

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5. Data retention

We keep your data and other personal data you provide for as long as you have an account or as needed to provide you with our services.

6. Security measures

We use reasonable organisational, technical and administrative measure to protect your personal information with our organisation and we regularly review our systems.

7. Correction and deletion of your personal data

If any of the data or other personal information that we have about you in our capacity as data controller is incorrect, you may ask us to change it. If you wish your account to be deleted then all data associated with your account will be deleted including the contact data with respect to our obligations regarding aircraft continued airworthiness.

8. Changes to this policy

We reserve the right to make changes to this policy. The date shown indicates when it was last revised. If we make material changes to it, we will provide notice through our website, or by other means, to give you the opportunity to review the changes before they come into effect.

9. Contact information

If you have a query about this policy please contact:

RotorSport UK Ltd, Poplar Farm, Prolley Moor, Wentnor, Bishops Castle, SY9 5EJ
01588 505060, compliance@rotorsport.org.