



AERO CONSULTANTS (UK) LIMITED PRIVACY POLICY

Notice last updated 30 April 2018

GENERAL

Aero Consultants (UK) Limited is a company registered in England with the company registration number 1567793. The Registered Office is 13/14 Clifton Road, Huntingdon Cambridgeshire PE29 7EJ.

This Privacy Policy explains how we use and process any personal data collected when you visit and use our website and how, in doing so, we comply with our legal obligations to you. Please read the Policy carefully to understand our practices concerning your personal data.

For the purposes of this Privacy Policy, personal data means any information about you from which you are personally identifiable, including without limitation your name, email address, mobile telephone number, and any other information which you may disclose to us from which you can be identified.

It is important to note that we may amend this Privacy Policy from time to time. Please visit this page if you want to stay up to date as we will post any changes here.

HOW WE COLLECT YOUR DATA

Directly from you from the completion of our Contact Us page on our website.

Directly from you when you contact us direct.

HOW DO WE USE YOUR DATA

We use your personal data as follows:-

To provide you with information, products and services you request from us.

To maintain e-mail, telephone and offline contact with you, preferably at your place of business.

LEGAL BASIS FOR PROCESSING YOUR DATA

We will only use your personal data where the law allows us to:-

For the performance of a contract we enter into with you.

Where necessary for compliance with a legal or regulatory obligation we are subject to.

For our legitimate interests (as described above) where your interests and fundamental rights do not override these interests.



RETENTION OF YOUR DATA

We'll hold your personal data based on the following criteria:-

For as long as we have reasonable business needs, such as managing our relationship with you and managing our operations.

For as long as we provide products and services to you.

In line with retention periods under legal and regulatory requirements or guidance.

ACCESS TO, UPDATING, DELETING AND RESTRICTING USE OF YOUR DATA

Even if we already hold your personal data, you still have various rights in relation to it:

Right of access: To request that we provide details of the personal data held which you may then ask us to modify, update or delete, and details of the purposes, legal basis and methods of processing. At this point we may comply with your request or request further information from you in order to confirm your identity. Where we are legally permitted to do so, we may decline your request, but will explain why if we do so. We will respond to your request within a month.

Right to object: You have the right to object to the processing of your personal data based on our legitimate interests as its legal basis, if you believe your fundamental rights and freedoms outweigh our legitimate interests. We then have the opportunity to demonstrate that we have compelling legitimate interests which override your rights and freedoms.

Right to erasure: Also known as "the right to be forgotten". You can request your personal data is deleted - when it is no longer needed for the purposes it was collected; you have withdrawn your consent (where processing was based on consent); where there is a successful Right to object; where the data is unlawfully processed; or where there is a legal obligation to do so. We will respond within a month and will only disagree when we have to comply with a legal obligation or in the exercise or defence of legal claims.

Right to restrict processing: You have the right to ask us to restrict/stop the processing of your personal data - where you challenge the accuracy of the data and we need time to verify the accuracy of the data; when you have objected to the processing and we need time to consider whether our legitimate interests override yours; when the processing is unlawful but you do not want the data erased; when the data is no longer needed but it is needed to establish, exercise or defend legal claims.

Right to lodge a complaint with a supervisory authority: You have the right to lodge a complaint with your local supervisory body about our processing of your personal data. In the UK this is The Information Commissioner's Office. They can be contacted as follows:

Phone: 0303123 1113

Email: casework@ico.org.uk

Post: Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow. Cheshire SK9 5AF



WHAT ARE COOKIES AND HOW WE USE THEM

Cookies are little pieces of information that websites store on your computer's hard drive. They are used by nearly all websites and do not harm your system. The website uses cookies to help certain sections work correctly. None of the information stored in the cookies identifies you personally. The data is mostly about the choices you make on the website and the pages visited so we can monitor how people are using our website to make it even better.

You are in full control of cookies. The website has to ask your web browser to store them, it cannot save anything onto your computer by itself. If you don't want to accept cookies from websites you'll need to change your browser settings. If you do though some websites may not work correctly.

For more information generally on cookies, including how to disable them, you can visit www.allaboutcookies.org.

The cookies used on this website fall into three main categories.

Session cookies which lets us remember the choices you make while on the website. These are erased once you've left the website.

Cookies through Google Analytics which tell us how many people have visited our website and what they do whilst browsing it. No personal information is gathered, it just lets us see in general what people are finding interesting or having problems with so that we can make our website better.

The social media buttons use cookies to allow you to interact with your own accounts. These cookies are used by the social media sites, we don't have access to your account or log in information.

CONTACT US

If you have any questions about this Privacy Policy, or if you wish to exercise your rights you can contact us by going to the Contact Us section of our website. Alternatively you can write to us at Aero Consultants (UK) Limited 13-14 Clifton Road, Huntingdon. Cambridgeshire PE29 7EJ.