



# Privacy Policy

We (the Aviation Preservation, Restoration and Education Society – a registered charity) are committed to protecting and respecting your privacy. We will only use the information that we collect about you lawfully.

Developing a better understanding of our supporters through your personal data enables us to make better decisions, fund-raise more efficiently and, ultimately, helps us to reach our goals of supporting aviation heritage and enriches future generations.

The purpose of this policy is to outline how the Aviation Preservation, Restoration and Education Society have established measures to protect your privacy and information rights. Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

We recognise that you have rights as a 'data subject', and that we have an obligation to uphold these. This Privacy Policy outlines how we maintain these rights:

- How we collect and process your information
- Why we do this
- How you can exercise your rights
- Who to contact in the event you are unhappy with our performance.

## Your Information Rights

Right	Explanation
Right to be informed	This encompasses the obligation for us to be transparent in how we collect and use your personal data.
Right of access	You have the right to access your personal data and supplementary information.
Right to rectification	If the information we hold on you is inaccurate or incomplete, you can request we correct this.
Right to erasure	You can request we delete or remove personal data where there is no compelling reason us to continue processing.
Right to restrict processing	You have the right to request we cease processing your data, if: <ul style="list-style-type: none"><li>· You consider it inaccurate or incomplete</li><li>· Where you object to processing and we are considering whether we still have a legitimate interest to process it</li><li>· Where we don't need the data for the original reason we collected it, but may need it to support a legal claim.</li></ul>
Right to data portability	Where you have consented to our processing your data, or where the processing is necessary for us to deliver a contract, you can

	request a copy of that data be provided to a third party in electronic form.
Right to object	You have the right to object to our processing under certain circumstances. For example, you can object to: <ul style="list-style-type: none"> <li>· Direct marketing</li> <li>· Processing for purposes of historical research and statistics.</li> </ul>
Rights relating to automated decision making including profiling	Where we apply automated decision making, we must <ul style="list-style-type: none"> <li>· Give you information about the processing</li> <li>· Introduce simple ways for you to request human intervention or challenge a decision</li> <li>· Carry out regular checks to make sure that our systems are working as intended</li> </ul> <p>Information related to automated decision making is contained later in this notice.</p>

Please get in touch with us through the Contact Us section to find out more or to exercise your information rights.

<b>Information we collect</b>	<b>Why we collect this</b>	<b>How we process this</b>
Contact information including telephone number, email address and home address.	<ul style="list-style-type: none"> <li>· To carry out our obligations arising from any contracts entered into between you and us and to provide you with information, products and services that you request from us</li> </ul>	<ul style="list-style-type: none"> <li>· Data is processed internally and held in line with our document retention policy</li> <li>· We may share your data with trusted third-party organisations, to carry out our obligations to you.</li> </ul>
Payment information.	<ul style="list-style-type: none"> <li>· To administer your purchase or donation or membership or support your fundraising, including processing Gift Aid.</li> </ul>	
Contact information including telephone number, email address and home address	<ul style="list-style-type: none"> <li>· We process this data, with your consent to provide you with information about us, our fundraising campaigns, our events, services, and any other information, products or services that we provide or provide access to (e.g. supporter or membership updates)</li> <li>· To keep a record of your relationship with us.</li> </ul>	<ul style="list-style-type: none"> <li>· Data is processed internally and held in line with our document retention policy</li> <li>· We may share your data with trusted third-party organisations, to carry out our obligations.</li> </ul>
Contact information including telephone number, email address and home address	<ul style="list-style-type: none"> <li>· To notify you about changes to our service including membership/donor benefits</li> </ul>	<ul style="list-style-type: none"> <li>· Data is processed internally and held in line with our document retention policy</li> </ul>

	<ul style="list-style-type: none"> <li>· To provide essential event information where you have consented up to take part.</li> </ul>	<ul style="list-style-type: none"> <li>· We may share your data with trusted third-party organisations, to carry out our obligations.</li> </ul>
IP address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform	<ul style="list-style-type: none"> <li>· To administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes</li> <li>· To measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you</li> <li>· To ensure that content from our site is presented in the most effective manner for you and for your computer/mobile device.</li> </ul>	<ul style="list-style-type: none"> <li>· Data is processed internally and held in line with our document retention policy</li> <li>· We may share your data with trust third-party organisations, to carry out our obligations to you.</li> </ul>

### **Transfer of Data**

We may share some personal data with trusted third-party data processors based outside of the EEA for the purpose fulfilling administering a transaction from our online shop. We conduct checks to ensure that any third-party data processors are compliant with the requirements of GDPR.

### **Retention of Data**

We retain personal information in line with our Retention Policy. If you object to this retention, please do get in touch – details are provided in the Contact Us section.

### **Cookies**

Our websites use cookies to distinguish you from other users of our website. This helps us to improve your experience when you browse our websites and also allows us to improve our sites. For detailed information on the cookies we use and the purposes for which we use them see our Cookies Policy.

## **Securing Your Information**

We ensure that there are appropriate physical and technological controls in place to protect your personal details, which are documented in our Information Security Policy.

We may use external companies to collect or process personal data on our behalf. We do comprehensive checks on these companies before we work with them and put a contract in place that sets out our expectations and requirements, especially regarding how they manage the personal data they collect or access.

If you request to receive no further contact from us, we will keep some basic information to avoid sending you unwanted materials in the future.

We will keep your personal data for no longer than necessary in accordance with our Retention Policy.

## **Contact Us**

We recognise that you may have questions on how we process and/or store your data or may want to change either the data we hold on you or how we communicate with you in the future.

If you have given consent for processing, you are free to withdraw your consent at any time.

Instructions for unsubscribing from e-newsletters will also be included in each e-newsletter we send.

Contact us using the "contact us" link on our website

If you are unhappy that we have responded to your query adequately, or if you have a further complaint, The Information Commissioner's Office can be contacted via

[www.ico.org.uk](http://www.ico.org.uk)

## **Changes to our Privacy Policy**

Any changes we may make to our Privacy Policy in the future will be posted on our websites. Please check back to see any updates.