

## Website Privacy Policy

This website is operated by Sims UAV. We take your privacy very seriously therefore we urge you to read this policy very carefully because it contains important information about:

- Who we are
- How and why we collect your personal information
- How to contact us and supervisory authorities In the even you may have a complaint

### Who we are

Sims UAV LLP collect, use and are responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulations who apply to the European Union (including the United Kingdom) and we are responsible as the 'controller' of that personal information for the purposes of those laws.

### The personal information we collect and use

#### A) Personal information you provide to us

We collect the the following personal information that you provide to us:

Name, Email, Address, Telephone number

Some examples of when we collect this information include:

When making a purchase

#### B) Personal information you provide at third parties

If you give us information about another person, you confirm that the other person has appointed you to act on their behalf and agreed the you:

Shall consent on their behalf to the processing of their personal data;  
Shall receive any data protection notices on their behalf;  
Shall consent on their behalf to to the transfer of their personal data abroad

#### C) Cookies and similar technologies

A cookie is a smaller text file which is placed onto your computer or electronic device when you access our website. Similar technologies include web beacons, web tags, local shared objects ('flash cookies') and single-pixel gifs. Such technologies can be used to track actions and activities, and to store information about them. We use these cookies and/or similar technologies on this website.

For example we may use cookies to monitor and/or collect the following information:

Traffic data

This information helps us to build a profile to our users. Some of this information may be aggregate or statistical, meaning we will not be able to identify you individually.

On the first occasion that your use our site we will ask whether you consent to pour use cookies. If you do not, cookies will not be used. Thereafter you can not opt-out of sing cookies at any time or you can set your browser to not accept cookies and the websites below tell you how to remove cookies from your browser. however, some of ur website feature may not function as a result.

For further information on our use of cookies please see our website cookie policy.

For further information on cookies vernally visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org)

## **How we use your personal information**

We collect information about our suers for the following purposes:

To process your order

## **Who your information may be shared with**

We may share your information with:

Law enforcement agencies in common with any investigation to help prevent unlawful activity

We will not share your personal information with any other third parties

## **Whether persons information has to be provided by you, and if so why**

No personal information has to be provided by you to us at any time

## **How long your personal information with us will be kept**

We will hold personal information for the following periods:

Name and Address, 6 years to satisfy UK tax law

These periods are no longer than necessary in each case

## **Reasons we rely on the following as the lawful basis on which we collet and use your personal information**

We rely on the following as the lawful bass one which the we collect and use your personal information;

## **Keeping your information secure**

We have appropriately secured measures in place to prevent personal information fro, being accidentally lose or use or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business meed to know it. Those processing your information we will do so only in an authorise manner and are subject to duty of confidentiality.

We will also use technological and organisation measure to keep you information secure.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable realtor data security bruh where we are legally required to do so.

indeed, which we will use all reasonable efforts to secure your personal data, in using he site you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data that are transferred from you or to you via the internet. If you have any particular concerns about your information, please contact us by using the details below:

## **Transfers of your information out of the EEA**

We will not transfer your personal information outside of the EEA at any time

## **What rights do I have?**

Under the General Protection Regulation you have a number of important rights free of charge. In summary, those include rights to:

- Fair processing of information and transparency over how we use your personal information
- Access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to access.
- Require us to correct any mistakes in your information which we hold
- Require the erasure of personal information concerning you in certain situations
- Receive the personal information concerning you who you have provided to us, in a structured, commonly used machine-readable format and have the right to transmit those data to a third party in certain situations
- Object at any time to processing of personal information concerning you for direct marketing
- Object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- Object in certain other situations to our continued processing of your personal information
- Otherwise restrict our processing of your personal information in certain situations
- Claim compensation for damages caused by our breach of any data protection laws

For further information on each of those rights, including circumstances in which they apply, see the Guidance from the UK Information Commissioner Office (ICO) on individual's rights under the General Protection Regulations (<http://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulations-gdpr/individual-rights/>)

If you would like to exercise any of these rights please:

- Email, call or write us
- Let us have enough information to identify you
- Let us have proof of your identity (a copy of your driver's license, passport, or a recent credit card)
- Let us know the information to which your request relates

From time to time we may also have other methods to unsubscribe (opt-out) from any direct marketing including for example, unsubscribe buttons or web links. If such are offered, please note that there may be some period after selecting to unsubscribe in which marketing may still be received while your request is being processed.

## **Changes to privacy policy**

This privacy policy was published on 01/11/2020 and last updated on 01/11/2020

We may change this privacy policy from time o time. You should check this policy occasionally to ensure your are aware of the most recent version that will apply each time you access this website. We will also treat to to notify of any changes by:

By a notice in the news section of the website.

## **Contacting us**

If you have any questions about this policy or the information we hold about you, please contact us by:

Email: [richard.sims@simsuav.com](mailto:richard.sims@simsuav.com)

Post: 1 Chawton Park Road, Alton, Hampshire GU34 1RG

or

Telephone: 07884432663

Calls will be answered at the following times:

Mon-Fri 0900-1700hrs

We may record calls for quality and training purposes.

---

## ***Terms and Conditions (Summary)***

1. Full payment must be made prior to the commencement of the course to enable access to the online learning platform.
2. Candidates will be responsible for their own internet access and data charges for their course.
3. A resit charge of £20 will be required for the theory exam retakes to cover adjudicator cost.
4. A resit charge of £150 applies to a retake of the Flight assessment.
5. A Candidate has 12 months from the date of enrolment to complete the course and flight assessment and Operations manual (if required).