

## GENERAL DATA PROTECTION REGULATION COMPLIANCE

This compliance statement informs you of the regulatory details surrounding the company providing the On-Line Ground School System, the data that is held about you after you have registered, how we might share that information, and your agreement as to how we may contact you, and for what purposes. This is in accordance with the UK Data Protection Act 1998 and the EU General Data Protection Regulation, and in line with EU Article 29 Working Party, and the UK Information Commissioner's Office.

### Organisation Details

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The On-Line Ground School System is provided by:

Easy PPL Ground School  
c/o Richard Edwards & Co  
The Maltings  
Halstead  
Essex CO9 1HZ

Tel. 07809 116676

Email: [info@easypplgroundschool.com](mailto:info@easypplgroundschool.com)

### Customer Data Held by the Organisation

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The following customer data is held by the organisation after you have registered on the On-Line Ground School System:

- Name (First and Surname)
- Address (House, Street, Town, County, Postcode)
- Mobile telephone number
- Email Address
- Username for system access
- Password for system access

In particular it is stressed that the On-Line Ground School System does **not** retain nor parse any user financial information such as bank account details.

### Data Retention and Security

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This data will be retained by the organisation for a period of 5 years from the date of expiry of the last course subscribed to.

The data is securely held on-line within the Easy PPL Ground School System. Secure access to that data solely granted to the proprietors of the organisation for use in strict containment within the business of the organisation.

## **Data Use**

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The organisation will not transfer any customer data to any other third party.

The data will be for sole use within the confines of the On-Line Ground School System which are:

- Use of contact details for provision of support as requested by the user
- Use of contact details for notification of the On-Line Groundschool System status or maintenance activities
- Use of contact details for marketing of new on-line ground school services and opportunities (strictly within the confines of the Organisation)

## **Rights of the Customer**

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The customer has the following rights as defined under GDPR (see <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>)

- The right to be informed
- The right of access
- The right to rectification
- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

## **Customer Agreement**

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By ticking the check-box associated with Registration to the On-Line Ground School System, you (the customer) confirm that you agree to your data being stored, processed and used according to the details above.

You can request the amendment or removal of your data at any time by contacting the organisation detailed above.

If you do not agree to your data being stored, processed and used according to the details above, you must not register with this On-Line Ground School System.