#### **MODEL PLANE TRAINING LTD - PRIVACY POLICY**

#### General

Model Plane Training Ltd is committed to ensuring that your privacy is protected.

This privacy policy sets out how Model Plane Training Ltd uses and protects any information that you give to us.

# We may collect the following information:

Your name, BMFA number & Achievement scheme information. Contact information, including telephone number & email address.

## What we do with the information we gather

Furthering your training requirements.

Internal training record keeping.

Please note that all handwritten records are given to the trainee on completion of training.

### Security

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

### Links to other websites

Our website contains links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites.

# **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by emailing us at modelplanetraing@gmail.com

We will not sell or lease your personal information to third parties.

We will not distribute your personal information to third parties unless we are required to do so, by law.