

## **Privacy Notice**

The Air-Britain Trust Limited

Air-Britain (Events) Limited

Air-Britain (Trading) Limited

Air-Britain (Travel) Limited

(collectively referred to below as Air-Britain)

This Privacy Notice applies to personal information collected by Air-Britain and explains how Air-Britain uses your information and how you can limit our use of that personal data. We comply with data protection legislation such as the Data Protection Act 1998 and the EU General Data Protection Regulation. This regulates the processing of personal data relating to you and grants you various rights in respect of your personal data.

### **Information we collect from you**

We gather information that relates to, and can identify you (e.g. your name, address and email address).

### **How we gather information**

Information is gathered in four ways:

- From applications for membership of Air-Britain, either through our websites, by phone or by post.
- From information gathered via trading with Air-Britain, i.e. our electronic Sales system.
- From information supplied for travel with Air-Britain.
- From contributors to our magazine editors.
- From specialists on our Information Services list
- Through photo submissions to our Photo Sharing website, [www.abpic.co.uk](http://www.abpic.co.uk) .

### **Use of your information**

We use your personal information to:

1. distribute our magazines and sales items;
2. send out membership renewal details;
3. ensure any products or services you receive are correctly administered (including membership);
4. contact you by email or mail to let you know about any of our products, services or promotions if you give us permission;
5. to administer access to Air-Britain's websites and electronic discussion groups;
6. to put requestors in touch with Information Services specialists
7. organise travel arrangements for A-B organised tours and
8. remember you when you visit our website and hold basic information to repopulate certain fields.

You can prevent this by disabling cookies for our sites.

If you have not purchased our products for more than five years, we will remove your information from our database to ensure we are only keeping data we need.

We retain membership records without a time limit. You can request that your details are removed after your membership ceases.

If at any point, you would like to withdraw consent of receiving such communications from us, or would like to change the channels that we use to contact you, please click on the unsubscribe link at the bottom of any emails you receive. You can also manage your preferences on your account.

### **Accessing and updating your personal information**

You can update your details and marketing preferences by emailing [dataprotection@air-britain.co.uk](mailto:dataprotection@air-britain.co.uk) or by writing to us at The Air-Britain Trust Ltd, Unit 1A, Munday Works, 58-66 Morley Road, Tonbridge, Kent TN9 1RA, United Kingdom.

You have the right to access the personal information held about you. To find out more about your rights as a data subject, visit the Information Commissioner's Office website. To obtain a copy of the personal information we hold about you, please send a request to [dataprotection@air-britain.co.uk](mailto:dataprotection@air-britain.co.uk)

### **Security**

Passwords you provide when registering with our websites are encrypted by the software providers to ensure protection against unauthorised access to your personal information.

We do our utmost to protect user privacy. No data transmission over the Internet can be entirely secure, and therefore we cannot guarantee the security of your personal information and/or use of the website. Any information that you send is at your own risk and may be read by others. However, once we have received your personal information we use strict procedures to protect the security of your personal information.

### **Disclosing your information**

We only use your personal information for our own purposes and do not pass this information on to Third Parties outside of Air-Britain. The only exception is for our Information Services, where contact details are made public with the express permission of the specialists.

### **Where we store your personal information**

The personal information that we collect from you may be sent outside the European Economic Area ("EEA") in order to carry out the activities listed in "Use of Your Information". This is for the despatch of magazines and products purchased from us.

### **Changes to this Policy**

If we change our Policy, we will post the changes on the Air-Britain website, [www.air-britain.com](http://www.air-britain.com). You are invited to check the website regularly for any changes to this Policy. Where the changes are significant, we may also choose to email all our registered users with the new details. Where required by law, we will obtain your consent to make these changes.

If you believe that we have not adhered to this Policy, please notify us by email at [dataprotection@air-britain.co.uk](mailto:dataprotection@air-britain.co.uk) and we will try to resolve the problem promptly.