

PRIVACY POLICY

GENERAL

Introduction

Welcome to the Air Caernarfon privacy policy. We respect your privacy and is committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

1. Important information and who we are

This privacy policy aims to give you information on how we collect and process your personal data through your use of this website, including any data you may provide through this website when you purchase a product or service. This website is not intended for children and we do not knowingly collect data relating to children.

Air Caernarfon is responsible for your personal data. If you have any questions about this privacy policy, including any requests to exercise your legal rights, please contact us.

Our full details are: air Caernarfon, Caernarfon Airport, Dinas Dinlle, Gwynedd, LL54 5TP

Telephone number: 01286 830800

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Third-party links

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy of every website you visit.

2. The data we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). We may collect, use, store and transfer different kinds of personal data about you as follows:

- Identity Data includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender.
- Contact Data includes billing address, delivery address, email address and telephone numbers.
- Transaction Data includes details about payments to and from you.
- Technical Data includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.
- Usage Data includes information about how you use our website, products and services.

3. How is your personal data collected?

We use different methods to collect data from and about you include:

Direct interactions

- You may give us your Identity, contact by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide

4. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract, we are about to enter or have entered with you.
- Where we need to comply with a legal or regulatory obligation. Generally, we do not rely on consent as a legal basis for processing your personal data other than in relation to sending third party direct marketing communications to you via email or text message. You have the right to withdraw consent to marketing at any time by contacting us.

Purposes for which we will use your personal data

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data.

Purpose/Activity	Type of Data	Lawful basis for processing
To register you as a new Members	Identity Contact	To serve as a contract with you
To administer and protect our business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	Identity Contact Technical	Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, and to prevent fraud Necessary to comply with a legal obligation

Marketing

We strive to provide you with choices regarding certain personal data uses, particularly around marketing and advertising.

Opting out

You can ask us or third parties to stop sending you marketing messages at any time by contacting us on 01286 830800

Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies we use, please see our [Cookies Policy](#).

International transfers

We do not transfer your personal data outside the European Economic Area (EEA).

Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Data retention

How long will you use my personal data for?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. By law we must keep basic information about our customers for six years after they cease being customers for tax purposes. In some circumstances you can ask us to delete your data.

Your legal rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data.

- Request access to your personal data.
- Request correction of your personal data.
- Object to the processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.
- Right to withdraw consent.

If you wish to exercise any of the rights set out above, please contact us.

CHANGES TO OUR PRIVACY POLICY

If we change our privacy policy we will post the changes on this page, so that you may be aware of the information we collect and how we use it always. Continued use of the service will signify that you agree to any such changes.

CONTACT

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to us by Telephone or Email.

COOKIE POLICY

Last updated: 23/05/18

This Cookie Statement explains what cookies are and how and why we use them on our website. For information about how we use personal information which you provide to us or we have collected about you, please see our Privacy Notice.

What is a cookie? A cookie is a small file of letters and numbers that is placed on the browser of your computer, tablet or mobile device by us. This information is then sent back to our systems and recorded as you move around our website. Cookies are unique to the browser that you are using, so if you use both a mobile and computer to access our site, different data will be collected for each.

There are both session cookies and persistent cookies. Session cookies exist only for the length of time that you visit our site and are deleted once you close your browser, whereas persistent cookies remain stored on your browser ready for use the next time you visit our website. Like most sites, we use a combination of both.

What types of cookies do we use? The following are the types of cookies that our website uses:

- Technical cookies.

These are required for the operation of our website. They include, for example, cookies that enable you carry out searches, log into secure areas of our website and make payments.

- Analytical/performance cookies.

These allow us to gain an insight into how visitors use our website, so we can improve it. We are able to count the number of visitors and review which pages they visit. We also use these cookies to monitor which marketing activities are generating traffic to our website.

- Functionality cookies.

These are used to recognise you when you return to our website. This enables us to personalise our content for you and remember your preferences.

- Targeting

These cookies may be used by us, social networking sites, other third-party suppliers and/or advertisers to record your visits to our website and enable interaction with you once you have left our website.

- We will collect the IP address of the device you are using to access our website (e.g. your phone, mobile, laptop or home computer IP address) when you visit our website. From this we may be able to identify the approximate location of the device you are using to visit our website and the domain that it is using to access the Internet.

We may use cookies other than those described above but will update this Cookies Statement as soon as possible once new cookies are introduced to ensure that this Cookies Statement is up-to-date.