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This privacy policy of [Cirrus Instruction Europe DTO](#) ('Our Company') will explain how our organization uses the personal data we collect from you, and when you use our website.

What data do we collect?

Cirrus Instruction Europe DTO collects the following data:

- Personal identification information (Name, email address, phone number, etc.)
- Invoicing details
- Flight Crew Licence and Medical copies
- Ratings and relevant training documents
- Logbook details, as far as relevant for your training/exams at our DTO

How do we collect your data?

Cirrus Instruction Europe DTO collects data and process data when you:

- Have contacted us and intends to follow training
- Agreed to follow one of the training courses we provide.
- Completed and returned the Client Registration Form.
- Register online or place an order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.

Cirrus Instruction Europe DTO may also receive your data indirectly from the following sources:

- Cirrus Embark Programme
- Cirrus Sales & Service BV, Groningen

How will we use your data?

Cirrus Instruction Europe DTO collects your data so that we can:

- Provide feedback on questions you may have
- Make training proposal(s)
- Set up and conduct training as agreed
- Check and monitor logbook, licence, medical, endorsement and training progress (syllabus) to ensure all conditions are met prior to a skill test or flight review.
- Email you with news and services we think you might like.

If you agree, we may share your data with our partner companies so that they may offer you their products and services.

- Cirrus Aircraft (manufacturer)
- Cirrus Sales & Service BV, Groningen
- Cirrus Owners and Pilots Association (COPA)

How do we store your data?

Cirrus Instruction Europe DTO securely stores your data at secured NAS at the Wings Hotel Rotterdam as well as via a Dropbox account.

Cirrus Instruction Europe DTO will keep your data [see 'what data do we collect'] for 3 years from the date we provided the last training course in accordance with that programme¹. Once this time period has expired, we will delete your data by selecting data that is older than three years old and deleting it.

What are your data protection rights?

Cirrus Instruction Europe DTO would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Our Company for copies of your personal data.

The right to rectification – You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete the information you believe is incomplete.

The right to erasure – You have the right to request that Our Company erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Our Company's processing of your personal data, under certain conditions.

¹ As required per DTO.GEN.220 Record-keeping.

The right to data portability – You have the right to request that Our Company transfer the data that we have collected to another organization, or directly to you, under certain conditions.

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. *Cirrus Instruction Europe DTO* does not use cookies

Privacy policies of other websites

The *Cirrus Instruction Europe* website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Cirrus Instruction Europe DTO keeps its privacy policy under regular review and places any updates on the webpage. This privacy policy was last updated 26 January, 2021.

How to contact us

If you have any questions about our company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us. It is our policy to respond within one month.

Call us at: +31 650 880 012 or mail us: david@cirrusinstruction.eu

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Dutch CAA (Inspectie Leefomgeving and Transport; ILenT).

For more information and Complaint Form, please visit :

<https://www.ilent.nl/contact/klacht>