



Awesome Aviation Privacy Policy

Introduction

Awesome Aviation recognizes the importance of your privacy and is committed to protecting the confidentiality of your personal data. The company's Data Protection and Privacy Policy supports Awesome Aviation's commitment to treat information of employees, customers, stakeholders and other interested parties with the utmost care and confidentiality.

With this policy, we ensure that we gather, store and handle data safely, securely, and with respect towards individual rights.

This Privacy Policy explains how we obtain, use and disclose your personal information, in accordance with the requirements of the Protection of Personal Information Act ("POPIA").

Definition of personal information

According to the Act "personal information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:

- (a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- (b) information relating to the education or the medical, financial, criminal or employment history of the person;
- (c) any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- (d) the biometric information of the person;
- (e) the personal opinions, views or preferences of the person;
- (f) correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;

- (g) the views or opinions of another individual about the person; and
- (h) the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person;

The information we collect

We collect and process your personal information mainly to contact you for the purposes of understanding your requirements, and delivering services accordingly. We collect information directly from you where you provide us with your personal details and from when you use our online enquiry form on our website www.awesomeaviation.net / www.awesomeaviation.com.au, or when you contact us by phone or email.

The table below lists the type of information we collect and explains why we collect and use:

Information Type	Reasons why we may collect this information
<p>Identification information:</p> <p>Name, national ID, email address, home / postal / physical address, telephone numbers including land line and mobile number, other contact information, title, occupation, organisation, banking details</p>	<p>To verify your identification, to provide services to you and to comply with our legal and contractual obligations.</p>
<p>Contract and payment information of suppliers / contractors / service providers:</p> <p>Name, email address, telephone numbers including land line and mobile number, postal or physical address, payment and bank details</p>	<p>To verify your identification, to procure products and services from you and to respond to any queries and requests and to comply with our legal and contractual obligations.</p>
<p>Contact and other information of our Directors, past, present and prospective employees:</p> <p>Name, email address, telephone numbers including land line and mobile number, postal or physical address, employment history, references, banking details and other information relating to employment.</p>	<p>To enable you to carry out your role/duties, to enable us to carry out our contract with you, to provide remuneration and to comply with our legal and contractual obligations.</p>

How we use your information

We will use your personal information only for the purposes for which it was collected and agreed with you. In addition, where necessary your information may be retained for legal or research purposes.

For example:

- To gather contact information;
- To confirm and verify your identity or to verify that you are an authorized user for security purposes;
- For the detection and prevention of fraud, crime, money laundering or other malpractice;
- To conduct market or customer satisfaction research or for statistical analysis;
- For audit and record keeping purposes;
- In connection with legal proceedings;
- Disclosure of information

We may disclose your personal information to our service providers who are involved in the delivery of products or services to you. We may also disclose personal information to Awesome Aviation's related entities and associates where necessary to fulfil our functions or obligations.

We may also disclose your information where we have a duty or a right to disclose in terms of law or industry codes and where we believe it is necessary to protect our rights.

Disclosure overseas

We may, from time to time, disclose your personal information to Awesome Aviation's related entities and associates situated overseas (Australia) for the purpose for which we collected it or related purposes.

Information Security

We are legally obliged to provide adequate protection for the personal information we hold and to stop unauthorized access and use of personal information. We will, on an on-going basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

Your personal information may be stored in physical or electronic format in our database. We take steps to protect your personal information against loss, theft, modification or disclosure by using reasonable administrative measures such as use of an up to date server

firewall, up to date virus protection software as well as SSL encryption technology on our website.

Beyond the protection offered by the SSL encryption, we cannot ensure or warrant the security of any information you transmit to us or from our online platform and you do so at your own risk. Once we receive your transmission, we take all reasonable steps to secure any personal information from unauthorized access.

Our website uses "cookies" in order to delivered tailored content to you without tracking personal information such as user names or passwords. Cookies are small files that your Web browser places on your computer's hard drive. Cookies help us provide you with an easier and more enjoyable use of the website. When you visit our website, like most providers, our website hosting provider automatically records certain data. Like most website providers, we generate statistics about how many people visit our site and what they look at. Generally this information will not identify you. Most web browsers are set by default to accept cookies. However, if you do not wish to receive cookies you may set your browser to either prompt whether to accept, or to refuse, cookies.

Your Rights: Access to information

You have the right to request a copy of the personal information we hold about you. To do this, simply contact us at the numbers/addresses as provided on our website and send us the completed "FORM C, REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY" found at the end of this document or download it from the following link:

https://www.justice.gov.za/forms/paia/J752_paia_Form%20C.pdf

We will need a copy of your ID document to confirm your identity before providing details of your personal information.

Please note that any such access request may be subject to a payment of a legally allowable fee.

Correction of your information

You have the right to ask us to update, correct or delete your personal information. We will require a copy of your ID document to confirm your identity before making changes to personal information we may hold about you. We would appreciate it if you would keep your personal information accurate.

How to contact us

If you have any queries about this notice; you need further information about our privacy practices; wish to withdraw consent; exercise preferences or access or correct your personal information, please contact us at the numbers/addresses listed on our website.

Information and complaints

If you would like further information or to make a complaint about how we handle your personal information, please contact us as detailed below.

Information Officer
Awesome Aviation
Willow Wood Office Park, Spaces Block A
Cnr 3rd Ave & Cedar Road
Broadacres, Johannesburg 2021
T: +27 11 065 9542
admin@awesomeaviation.com.au

We will try to respond within a reasonable time, generally within 30 days. If we think your complaint will take longer to resolve, we will let you know.

Limitation of scope

This Privacy Policy does not extend to external sites linked to our website. The organizations that operate those websites are responsible for privacy issues arising out of their websites.

Currency

This Privacy Policy may be amended from time to time.

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Description of record or relevant part of the record:

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2. Reference number, if available:

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3. Any further particulars of record:

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E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
Mark the appropriate box with an X .	
NOTES:	
(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.	
(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.	
(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):					
	view the images		copy of the images*		transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.	YES	NO
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G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

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2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

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Signed at this day..... ofyear

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SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE