



PRIVACY POLICY

**IMS006
Revision 4
August 2023
Classification – Unrestricted**

REVISION HISTORY

| Issue No. | Date | Revision Description | Approved by |
|------------------|----------------|--|--------------------|
| Initial Issue | September 2020 | | Jerrod Hartley |
| Revision 1 | October 2021 | Formatting updated with AFD logo | Jerrod Hartley |
| Revision 2 | February 2022 | Address updated from unit 2 to unit 11 | Jerrod Hartley |
| Revision 3 | February 2023 | Updated with new logo, revised formatting to fall in line with rest of QMS documents, changed wording on scope of AFD's services. | Jerrod Hartley |
| Revision 4 | August 2023 | Changed to IMS006, images updates and internal references changed to reference the correct document numbers in line with conversion from QMS to IMS. | Jerrod Hartley |

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1 Purpose

- 1.1 This policy outlines AFD's privacy policy with regards to how AFD will process, store, and dispose of personal data during its day to day business operations as well as outlining the rights accorded to the persons to which this data relates.

2 Who Are We?

- 2.1 AFD is a UK-based engineering company whose scope is the supply of engineering design services, consultancy, and outsourced manufacturing of mechanical structure providing engineering services such as Computer-Aided Design (CAD), Stress Analysis, Engineering Simulation, Structural Test Services, and Certification Services to the Aerospace, Space and Defence markets.

3 How Do We Collect Information From You?

3.1 Information Collected When Using the AFD Website

- 3.1.1 We obtain information about you when you visit our website.
- 3.1.2 This information includes your IP address and information regarding what pages are accessed and when.
- 3.1.3 On our website, we use Google Analytics to analyse the use of our website and to help us create a more useful, and easy to use site.
- 3.1.4 Google Analytics is a web analytics service provided by Google, you can find out more information [here](#).
- 3.1.5 You may refuse the use of cookies by selecting the appropriate settings on your browser.
- 3.1.6 By using your browser controls, you are always in control of the cookies we store and access on your computer.
- 3.1.7 More information on how to control cookies and limit personal data processing can be found at www.youronlinechoices.com/uk/five-top-tips.

3.2 Information Collected When Using Website Forms

- 3.2.1 We acquire personal information about you when you submit a contact form enquiring about our products and/or services or when submitting a job application form via the AFD website.

3.2.2 This information is stored securely either on our WordPress database and/or our IT network to ensure that your product/service enquiry or job application is processed efficiently.

3.2.3 Information held is only accessible by AFD personnel responsible for processing said data on a need to know basis.

3.3 Information Collected During Day-to-Day Business Activities

3.3.1 We acquire personal and company information / data during our day-to-day business activities.

3.3.2 The information we collect is in relation to marketing, sales, and purchasing activities via conversations, emails, websites, social media, business cards and brochures.

3.3.3 This information is stored securely within our cyber-essentials-compliant / ISO27001 certified IT network to ensure that our clients and suppliers receive the best possible levels of customer service.

3.3.4 We will not use this data for direct marketing purposes unless explicit consent has been granted.

3.3.5 Information held is only accessible by AFD personnel responsible for processing of said data on a need to know basis.

4 How Long Do We Hold Your Data?

4.1 The duration period in which your personal details will be held depends on the following scenarios:

1. For a job application made through the website, data will be held no longer than 5 years so that we can send you information on any new roles that may arise within the company for which you may be suitable.
2. For a product/service enquiry made through the website, data will be held no longer than 5 years, unless you become a customer of AFD and then your personal details will be held in accordance with our legitimate interest and will be held for the length of time you continue to be a customer of AFD, so that we can manage our relationship with you and provide you with the best possible levels of customer service.
3. Data received through our website analytic application (i.e., Google Analytics) will be held for no longer than 3 years.
4. Data collected during the sales process or at an industry event will be held no longer than 5 years from our most recent exchange, unless you become a customer of AFD and then your personal details will be held in accordance with our legitimate interest

and will be held for the length of time you continue to be a customer of AFD, so that we can manage our relationship with you and provide you with the best possible levels of customer service.

5 You Have the Following Rights

- The right to be informed
- The right to rectification
- The right to access
- The right to object
- The right to erase or be forgotten
- The right to restrict processing
- The right to data portability

6 Additional Rights

6.1 You also have the right to ask the following of us:

- If data is shared, what will the third-party do with this information?
- Will the data be shared overseas? If so, will it be safe? Does this country have adequate data protection?
- Who is the Data Controller?

7 If You Have Any Concerns

7.1 If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by emailing yourdata@airframedesigns.com or directly to the Information Commissioners Office.

8 Changes To Our Privacy Policy

8.1 This Privacy Notice may be changed by us at any time.

8.2 If the policy is updated, you will be informed using our digital platforms.