



PRIVACY POLICY

**QMS024
REV. 1
OCTOBER 2021**

Airframe Designs Limited (AFD) operates the following Privacy Policy

AFD will NEVER sell data and we promise to keep your data secure.

If you have any questions regarding our privacy policy and practices, you can email AFD at yourdata@airframedesigns.com, write to AFD at 2 The Pavilions, Avroe Crescent, Blackpool, FY4 2DP, or call AFD on +44 (0)1253 400 320.

WHO ARE WE?

AFD is a UK-based engineering company providing engineering services such as Computer-Aided Design, Stress Analysis, Engineering Simulation, Structural Test Services, and Certification Services to the Aerospace, Space and Defence markets.

HOW DO WE COLLECT INFORMATION FROM YOU?

INFORMATION COLLECTED WHEN USING THE WEBSITE

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

INFORMATION COLLECTED WHEN USING WEBSITE FORMS

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. 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. Information held is only accessible by our Business Development team.

INFORMATION COLLECTED DURING DAY-TO-DAY BUSINESS ACTIVITY

We acquire personal and company information / data during our day-to-day business activity. The information we collect is in relation to marketing, sales, and purchasing activities via conversations, emails, websites, social media, business cards and brochures. This information is stored securely within our IT network to ensure that our clients and suppliers receive the best possible levels of customer service. We will not use this data for direct marketing purposes unless explicit consent has been granted. Information held is only accessible by our Business Development team.

HOW LONG DO WE HOLD YOUR DATA?

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

- 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.
- 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.
- Data received through our website analytic application (i.e., Google Analytics) will be held for no longer than 3 years.
- 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.

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

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?

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.

CHANGES TO OUR PRIVACY POLICY

This Privacy Notice may be changed by us at any time. If the policy is updated, you will be informed using our digital platforms.