

PRIVACY STATEMENT

1. Data protection

SAMCO is fully committed to processing data securely and transparently. We will act with integrity and protect the personal and confidential information of others. We will comply with the data protection laws that apply in the countries in which we operate.

In particular, we have implemented a data protection governance framework to ensure that as far as possible, we comply with the requirements of the General Data Protection Regulation (GDPR). This includes standard procedures for handling personal information, Privacy Statements (for employees, job applicants, and visitors), Confidentiality Agreements (for data processors), data inventory containing records of how we process data and the provision of training to our employees.

This Statement sets out, in line with General Data Protection Regulation (GDPR), the types of data that we collect, hold and process on you. It also sets out how we use your information, how long we keep it for and other relevant information about your data.

2. Website

We respect and value the privacy of everyone, who visits this website, www.samco.aero and we do not collect personal data about you unless you contact us.

3. Definitions and interpretation

In this Statement, the following terms shall have the following meanings:

“personal data” means any and all data that relates to an identifiable person, who can be directly or indirectly identified from that data. This definition shall, where applicable, incorporate the definitions provided in the General Data Protection Regulation (“GDPR”); and

“we/us/our” means SAMCO Aircraft Maintenance, Horsterweg 19, 6199 AC Maastricht Airport, The Netherlands.

4. What does this statement cover?

This Statement applies to your use of and the personal data you deliver and/or we collect through the Website.

The Website may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before accessing them.

5. What data do we collect?

If you send us an email, we may collect your name, your email address, and any other information which you choose to give us.

6. Where we collect your data

Personal data is kept within the Company's IT systems.

7. How will we use information about you?

If we do collect personal data, it will be processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. We will do our best to comply with our obligations and safeguard your rights under the GDPR at all times.

As noted above, we do not generally collect personal data. If you contact us and we obtain your personal details from your email, we may use them as follows:

- to reply to your email;
- to keep you as a business contact in our database;
- to send you Newsletters or other marketing material;

8. Sharing your data

Your data will only be shared with approved SAMCO personnel in order to reply to your email.

Nor shall it be passed on, transmitted or sold to third parties outside SAMCO unless you have expressly consented to it.

9. Protecting your data

SAMCO has appropriate security measures to ensure your data is protected against accidental loss or disclosure, used, altered or accessed in an unauthorised way. We also limit access of your data to employees and other third parties who have a business need to know. All these parties are subject to a duty of confidentiality.

We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

10. How long we keep your data for

In line with data protection principles, we only keep your data for as long as we need it for and this will depend on the subject you send us by email.

Overall, your personal data will be stored for a period as short as possible but minimum for the period required for the conduct of business.

11. Automated decision making

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

12. Your rights in relation to your data

Under the GDPR you have a number of rights with regard to your personal data. These are:

- The right to be informed. This means that we must tell you how we use your data, and this is the purpose of this Privacy Statement.
- The right of access. You have the right to access the data that we hold on you.
- The right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it.
- The right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it.
- The right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct.
- The right to portability. You may transfer the data that we hold on you for your own purposes.
- The right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

13. Contact details

You have the right to lodge a complaint to the ICT Department if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.

If you have any questions about this Privacy Statement or how we handle your personal information, please contact the ICT Department: ICT@samco.aero.