

## **Data protection at Finnish Aviation Academy**

In this document the Finnish Aviation Academy is referred to also as FINAA.

### **What is considered personal data?**

Personal data is any information that can be used to find out your identity. This includes such information as your name, mail address, email address or telephone number.

### **What information do we save and for what purpose?**

When you access our website, data which could be used to identify you (e.g. your IP address) and other information such as the date, time and the pages accessed during the session are stored only in pseudonym form. We do not perform any data analysis except for statistical purposes. After the statistical analysis, the data stored using a pseudonym is deleted. You have a right to object to the creation of these utilization profiles. If you wish to exercise this right, please notify us in writing. Note below WEB training and Customer Training which differ from the above.

### **WEB Training and Customer Training**

FINAA uses as training tools various Internet based training courses (WEB training). For the purpose of conducting WEB training FINAA stores the trainee details such as email, name, telephone number and possibly more. WEB training requires FINAA to provide the email address and trainee name to third parties who host the courseware on their servers. Such third parties and servers can be located outside the EU.

For Customer Training FINAA requires detailed trainee information which can include; copies of the pilot licence, medical certificate, log book, various certificates from past training, email address, home address, company address, telephone numbers and such. Such document copies will be filed as electronic copies with the pilot's training documents onto the pilot's training record file on the FINAA server.

### **Protected servers**

We save the information you provide on specially protected servers. These servers can be accessed only by a limited number of carefully selected persons who are subject to strict confidentiality requirements.

### **Forwarding of data to third parties**

Third parties who receive data as data processing contractors are also subject to data protection regulations and contractual confidentiality obligations. We may be obliged to provide data to courts, aviation authorities, public authorities or other state bodies. Your data will otherwise not be made available to third parties.

### **Use of Cookies**

Cookies are text files stored by the browser on your hard disk. They contain information on the web pages or advertisements you have viewed. Personal data can never be obtained from cookies, however.

For cookies to be stored on your computer, you do not need to make any special browser settings.

The browser accepts cookies as a default setting and stores them in a folder that may be named for example "Temporary Internet Files".

If you do not want the Finnish Aviation Academy or its partners to use cookies, simply deactivate this function in your browser. For more information, consult the help files of your browser. You can also delete cookies at any time. Please note that deactivating or deleting cookies may restrict your use of the website and the available services. Otherwise cookies will remain on your computer for 30 days.

### **Links to other websites**

Our website may contain links to other websites. We have no influence on compliance with data protection laws by the operators of these sites.

### **Withdrawing consent for the storage of your data**

You can withdraw your consent for the storage of your personal data at any time. The data will then be deleted immediately provided that it is not prescribed by law or Aviation Authorities and EASA or needed for billing or accounting purposes or as soon as these purposes are fulfilled.

### **Do you have more questions on data protection?**

#### **Contact details**

Finnish Aviation Academy Oy  
Ilmailuopistontie 221  
FI-28540 Pori  
Finland  
support@finaa.fi

#### **Public procedural listing**

##### **1. Registered company name of the responsible office**

Suomen Ilmailuopisto Oy (SIO), Finnish Aviation Academy Ltd (FINAA)

##### **2. Managing Directors**

Mr. Juha Siivonen

Head of IT: Mr. Seppo Ampio

##### **3. Address of the responsible office**

Ilmailuopistontie 221  
FI-28540 Pori  
Finland

##### **4. Purpose of collecting, processing or utilizing data**

The Finnish Aviation Academy is a vocational special purpose aviation school located in the City of Pori on the west coast of Finland. The purpose of the Academy is to train professional pilots for the need of Finnish professional aviation. Additionally the Finnish Aviation Academy has ancillary business activities directly or indirectly supporting this purpose. Such ancillary business includes

providing training services to customer pilots. To achieve the business purpose of FINAA, personal data is collected, processed and utilized exclusively as required in connection with this purpose.

#### **5. Description of the group of persons and the associated data or data categories**

1. Data of employees for purposes of personnel administration, development, management, accounting and training, as well as the data of applicants and retirees
  2. Data of employees of companies and public authorities located at the airport for purposes of issuing security identification and parking authorization and arranging training
  3. For purposes of meeting contractual obligations (doing business), the data of students, customer trainees, business partners such as customers, suppliers, service providers and tenants, persons applying for training.
4. Address data from interested parties, press representatives and other persons associated with the company

#### **6. Recipients or categories of recipients to whom the data may be provided**

1. Public authorities in case of overriding legal regulations, aviation authorities.
  2. External contractors as defined in this document.
3. External offices and departments within the company to achieve the training and business purposes.

#### **7. Regular deadlines for deleting personal data**

After the expiry of the various mandatory archiving periods defined by law, the data is routinely deleted. Any data not covered by these requirements are deleted when the purposes defined in Item 4 no longer apply.

#### **8. Planned data transfers to non-EU countries**

There are no plans to transfer the data to non-EU countries.