



## General Data Protection Regulations (GDPR) Policy

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At Air 3, we are committed to the security and privacy of your data. As the Data Controller, we understand the importance of gathering and using information responsibly to manage our relationships effectively. We adhere to our legal obligations under the Data Protection Act 2018 (the '2018 Act') and the EU General Data Protection Regulation ('GDPR') to ensure data privacy and security.

### Compliance with Data Protection Principles

**Air 3 complies with the following data protection principles:**

**Lawfulness, Fairness, and Transparency:** We process all information lawfully, fairly, and transparently in relation to the data subject.

**Minimal Data Collection:** We collect and process only the data necessary for specified purposes and with a legal basis for processing.

**Purpose Limitation:** Personal data is used for purposes described at the point of collection or for legally permitted purposes.

**Data Accuracy:** We strive to ensure the accuracy of information and take steps to rectify any inaccuracies promptly.

**Data Minimization:** Information is retained only for as long as necessary for the purposes for which it was collected.

**Secure Data Destruction:** Data that is no longer needed is securely destroyed to prevent unauthorized access or processing.

**Security Measures:** We implement appropriate technical and organizational security measures to safeguard information against unauthorized or unlawful processing, as well as accidental loss or damage.

Rights of Data Subjects

Air 3 ensures that individuals' rights under the GDPR can be fully exercised. These rights include:

The right to be informed.

The right of access to personal information

The right to request rectification.

The right to request erasure.

The right to restrict processing in certain circumstances.

The right to data portability

The right to object to processing

We facilitate any requests from individuals wishing to exercise their rights under data protection law without undue delay.

### Information Sharing

We may need to share relevant information with other parties to deliver services effectively, ensuring compliance with data protection legislation and privacy principles. Information is shared only when necessary, and recipients are obligated to handle data securely and in accordance with relevant regulations.

### Privacy Policy

We are committed to safeguarding the privacy of our employees and professional contacts. Personal data collected includes:

Personal details (name, address, contact information)

Employment history and qualifications

Next of kin and emergency contact information

Information about the right to work in the United Kingdom

Sensitive personal information may include health-related data, drug and alcohol results, and information about criminal convictions (if relevant).

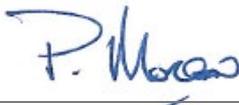


### Data Breach

Air 3 has established procedures to minimize and prevent data breaches. In the event of a breach, we document and retain evidence. If the breach poses a risk to individuals' rights and freedoms, we notify the Information Commissioner's Office within 72 hours.

Third parties are not utilized to process personal data, reducing the risk of data breaches.

At Air 3, we prioritize the protection of personal data and are committed to upholding the highest standards of data privacy and security in line with GDPR requirements.

Signed: 

Date: May 2024

For and on behalf of Air3  
Limited Peter Morgan -  
Managing Director

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