

PRIVACY POLICY

This privacy policy identifies how DragonFly Aviation Service Limited uses and protects any information that you have disclose to the company.

DragonFly Aviation Services Limited is committed to ensuring that your privacy is protected. Any information/details you share with us will only be used in accordance with this privacy statement.

DragonFly Aviation Services Limited may be required to change this policy from time to time. It is your responsibly to check the policy to ensure that you are happy with any changes. This policy is effective from 1st September 2019.

What information do we collect?

We many collect the following information:

- Name and job title
- Contact information including email address
- Information such as address and postcode
- Passport and visa details
- Other information relevant to services offered by DragonFly Aviation Services Limited.

How do we use the information?

We use this information to understand your needs and provide you with a better service, and also to:

- Arrange national and international flights on your behalf
- Maintain internal record keeping for tax, employment and other company purposes
- Improve our services.
- Provide you with information using the e-mail address that you have provided.
- To contact you occasionally for market research purposes. We may contact you by e-mail, phone or mail.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

How do we use Cookies

A cookie is a small file which asks permission to be placed on your computers hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analyses purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie does not permit us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept nor decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browsers setting to decline cookies if you prefer. However, this may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over those linked websites. Therefore, we cannot be held responsible for the protection and privacy of any information that you provide whilst visiting such sites; such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways;

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes.
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time contacting our data manager Alex Robinson.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on your please contact our data Manager: Alex Robinson.

If you believe that any information, we are holding on you is incorrect or incomplete, please email us as soon as possible. We will promptly correct any information found to be incorrect.