

# PILOTECNICA AVIATION TRAINING

## Web Site, E-mail, and Data Storage Privacy Policy

### 1.0 PURPOSE

This policy ensures the protection of all personal information collected via web sites, e-mail, and data storage. Users will be provided information that allows them to make informed choices about the collection and use of their personal information in accordance with applicable laws and regulations.

### 2.0 SCOPE

This policy speaks generally to the information collected by or submitted to official Pilotecnica Aviation Training web sites (see 2.1 below). The Training Center also requires all units and programs contributing to its official web pages to post, as necessary, more specific privacy notices pertaining to the collection and use of any personal information associated exclusively with those pages.

#### 2.1 Site Definitions

**Official Pilotecnica Aviation Training WebSites.** Except as noted, this privacy notice applies to all official Pilotecnica Aviation Training web sites, which are defined as the web pages of the Training Center, departments, divisions, or other units and programs.

**Unofficial Pilotecnica Aviation Training WebSites.** Within the Pilotecnica Aviation Training domain (signified by the address <http://www.pilotecnica.com> or within the Internet protocol addresses assigned to the Training Center), site visitors may find web sites over which the Pilotecnica Aviation Training has no editorial responsibility or control. Such sites are considered unofficial and include, but are not limited to, the web pages of individual faculty members, staff members, students, and student organizations and other entities not formally a part of the Training Center.

#### 2.2 Consent

Use of the Pilotecnica Aviation Training web site constitutes consent to any policy then in effect.

### 3.0 POLICY

International law mandates that such State agencies as Pilotecnica Avitaion Training shall not create personal records unless the need for the information is clearly established and that personal records shall be relevant to the purposes for which they are collected, be accurate and current, and not be obtained by fraudulent means.

The following information is provided as assistance in better protecting site visitors' privacy. However, it shall not be construed as a legal contractual promise, and the Training Center reserves the right to amend it at any time without notice.

### 3.1 Information Automatically Gathered From Site Visitors

Like virtually all other web servers, Pilotecnica Aviation Training' s web servers automatically create access log files containing information about visitors to their sites. These files allow Pilotecnica Aviation Training to make the site more useful to visitors. The access logs do not record a visitor's name, address, phone number, credit card number, or any other personal identifying information. Rather, these log files may contain some or all of the following information:

- Date of the visit
- Time and length of the visit
- Path taken through the web site
- Internet address of the web site linked directly to the Pilotecnica Aviation Training web site
- Browser and operating system being used
- List of files downloaded or viewed
- Amount of time spent listening to audio files
- Internet Protocol (IP) Address of the computer accessing the Pilotecnica Aviation Training web site
- Any errors encountered

### 3.2 Use of Automatically Gathered Information

Pilotecnica Aviation Training may keep client information from our systems indefinitely after the web page is transmitted.

As a general rule, Pilotecnica Aviation Training does not track individual visitor profiles, but does analyze aggregate traffic/access information for resource management and site planning purposes.

Pilotecnica Aviation Training reserves the right to use log details to investigate resource management or security concerns. In case of attempts to breach computer security, IP addresses and computer names in access logs may be analyzed to identify individual users. Also, these logs may be further analyzed or forwarded, together with any other relevant information in our possession, to law enforcement agencies.

### 3.3 Use of Cookies

Pilotecnica Aviation Training reserves the right to use "cookies" and will reveal that policy if they are used.

### 3.4 Information Visitors Give Pilotecnica Aviation Training

Pilotecnica Aviation Training collects personally-identifying information from Pilotecnica Aviation Training web sites only if site visitors choose to provide that information by submitting an online form or e-mail. Visitors under the age of 18 must obtain permission from their parents or guardians before sending any personally-identifying information to Pilotecnica Aviation Training.

Pilotecnica Aviation Training may ask for certain personal information when site visitors use a particular feature or service, such as admission applications, registration for contests, signing up for events, requesting information, contributing material that may be used on the web site, or submitting an Pilotecnica Aviation Training form.

This information may be used to verify a site visitor's identity, provide access to a specified service, manage a contest, gather editorial comments and feedback, request additional information, and fulfill requests. In some cases, it may become a public record.

If site visitors send e-mail, the Training Center uses the information to respond to the inquiry, just as with written correspondence. E-mail correspondence to the Training Center may therefore become a public record which could be disclosed to other parties upon their request, in accordance with International law.

### 3.5 Data Security

Pilotecnica Aviation Training strives to put in place appropriate physical, electronic, and managerial safeguards to secure the information collected online. However, site visitors supply personal data at their own risk.

### 3.6 Other Entities Collecting Personal Information

The Pilotecnica Aviation Training Center web site contains links to other sites which may request personal information. In such instances, the privacy policy applicable to that site will govern the collection and use of personal information. Pilotecnica Aviation Training is in no way responsible for the collection and distribution of personal information that is collected on these sites.

### 3.7 Contacting Pilotecnica Aviation Training

Should site visitors have questions or concerns about these privacy policies, they should contact the Office of Administrative Computing or send an e-mail to [pilotecnica.aviation.training@gmail.com](mailto:pilotecnica.aviation.training@gmail.com). If site visitors wish to review or change information gathered by an official Training Center web site, contact the appropriate office, department, or program web page manager.

### 3.8 Policy Changes

Pilotecnica Aviation Training reserves the right to change this policy. All changes to this policy will also be posted on the Pilotecnica Aviation Training web site.

## 4.0 RESPONSIBILITIES

### 4.1 Executive-Level Responsibilities

The Administration and Finance division will ensure that the Pilotecnica Aviation Training Webmaster and web publishers implement policy.

### 4.2 Webmaster Responsibilities

The Pilotecnica Aviation Training Webmaster is responsible for monitoring official Pilotecnica Aviation Training web pages and sites to see that they adhere to privacy standards. The Webmaster will be familiar with relevant state and federal policies and standards and will communicate this information to Training Center web page managers as appropriate.

### 4.3 Office, Department and Program Web Page Managers Responsibilities

Office, department, and program web pages are managed by appointed web page managers in their unit. Web page managers are responsible for ensuring that all requests for information provided on their unit's web pages include the necessary privacy notification to allow the visitor to make informed choices about the collection and use of personal information.

More specifically, whenever a unit's web page requests personal information from the site visitor, that page (or a linked page) will advise the visitor regarding the purposes of information gathering, the consequences to the visitor for refusing to provide the personal information, the visitor's right to inspect and correct personal records, and the information's availability to the public or other entities.