

**Personal Data.**

As an Irata Member company I (AAA Training) need your personal data to some extent. Specified below. Responsible person for these data is Jesper Valentiner.

For me and Irata to register, process and generate a unique certificate for you – your data will need to be recorded in hard copy, scanned and uploaded to Irata Registration and Irata Online System via the Internet. Irata will after that send your certificate, Logbook and personal Id-card via letter to me as the training member company (TMC).

I will on receival of these documents send it to you via letter.

I am also as a TMC bound by IRATA organization to store these hardcopies for 4 years in order to document your achievement at AAA Training. These Hardcopies are physically locked down in a document store box and is behind a locked door.

What ever personal data I have received from you via mail will be deleted at the latest 60 days after your assessment from my email system. These 60 days is to ensure that Your certificate, Id-card and logbook can get through the approval, production and mail process at IRATA in the UK before data is deleted.

Data you approve me to keep, store and send to IRATA via the internet is :

Full Name, Full address, Date of birth, Telephone Nr., A passport Picture, Email address and “Next of kin” information such as full name and telephone Nr for emergency reasons only.

I (Candidate) give AAA Training permission to keep, store and send my personal data mentioned above to Irata via the internet.

**I (candidate) can at any time withdraw this permission.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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