

# Privacy Statement

**Your personal data – what is it?** Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR"). Unique Aerospace Ltd and any of our chosen outsourced third party service providers are involved in the processing and control of your information, and are referred to in this privacy statement as 'we'.

**How did we come by your personal information and why?** Some of your data may have been collected directly from you or a colleague, or from a publicly available resource. We may have used a number of resources to collect separate pieces of personal information, ie. while researching our target audience, we may have collected your first and last names from one resource and another category of personal data from another resource. While acquiring this data we are looking for the appropriate job roles/functions within organisations we wish to communicate and engage with and whose responsibility it might be to procure our products and services.

**How do we process your personal data?** We may contact you via email or telephone to discuss potential work related opportunities, but only in connection with work related matters and never personal matters. We do not hold or store any information which could identify you outside your place of work. We may store your first and last name as well as your job role and email address. We do not share this information with anybody outside the service providers contracted to assist us with this processing. We take steps to ensure that all our chosen 3rd party service providers are also compliant with the general data protection regulation 2016/679.

**How Long will we keep your information?** If we have an ongoing engagement between our organisations then we may store this information for as long as we need to communicate with you effectively. Should we fail to engage or engagement ceases for whatever reason then it is our policy to delete your information after 12 months.

As part of our commitment to 'data transparency' and in compliance with the general data protection regulation, access and management of the information we hold for you can be obtained from contacting us via the "Contact Us" page of the website.

We have processed your information based on our legitimate interest, and the legitimate interests of your place of work and owner of the domain we have contacted. You have been processed regarding work related matters and not a personal matter. Our legitimate interest does not in any way undermine your right to object, erasure, portability etc...

