

Data Protection Policy

Aviation Spares & Repairs Limited is committed to meeting its obligations under the Data Protection Act of 1998. The Company will strive to observe the law in all collection and processing of subject data and will meet any subject access request in compliance with the law.

In accordance with the Data Protection Act, the Company shall ensure that all data is:

- ✧ processed fairly and lawfully;
- ✧ held for limited purposes;
- ✧ adequate, relevant and not excessive;
- ✧ accurate;
- ✧ not kept longer than necessary;
- ✧ processed in accordance with the data subject's rights;
- ✧ secure;
- ✧ not transferred to countries without adequate protection.

It is the responsibility of all staff to ensure that data, whether held electronically or manually, is securely maintained and not disclosed unlawfully.

The Company respects the right of its staff to access any personal data being held about them to check that it has been fairly obtained, that it is accurate, and to have such data corrected where necessary. It also recognises the right of a data subject to withdraw consent to the processing of personal data where such processing could cause them significant damage or distress.

A copy of this policy statement will be given to new employees. All personnel are to be familiar with and comply with the policy at all times.

The Company has met its legal obligation to register the use of personal data to the Information Commissioner.

Board of Directors
09 December 2005

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