

# Student Privacy Notice

THIS NOTICE DESCRIBES HOW YOUR PERSONAL DATA MAY BE PROCESSED BY National Aviation Academy ("NAA," "WE," "OUR," AND "US"), AND WHAT YOUR RIGHTS ARE WITH RESPECT TO YOUR PERSONAL DATA. PLEASE REVIEW IT CAREFULLY.

This Notice is being provided to you in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679, or the "GDPR").

What is "Personal Data" and "Processing"?

Under the GDPR, "Personal Data" means any information relating to an identified or identifiable Data Subject; specifically including, but not limited to, name, an identification number, location data, an online identifier, or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that Data Subject. A Data Subject is a natural person who can be identified, directly or indirectly, by reference to Personal Data. Processing means any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction. "Process" and "processed" have a corresponding meaning.

The GDPR prohibits the processing of "special categories" of Personal Data unless certain exceptions apply, because the unauthorized use of this type of Personal Data could create more significant risks to a Data Subject's fundamental rights and freedoms. For example, an unauthorized disclosure of "special categories" of Personal Data may put Data Subjects at risk of unlawful discrimination. For this purpose, processing of "special categories" of Personal Data includes processing of: (i) Personal Data that reveals; (A) racial or ethnic origin, (B) political opinions, (C) religious or philosophical beliefs, or (D) trade union membership; or (ii) (A) genetic data, (B) biometric data for the purpose of uniquely identifying a natural person, (C) data concerning health; or (D) data concerning a natural person's sex life or sexual orientation.

**What information do we collect?** We collect information from you when you register on our site, subscribe to our newsletter or fill out a form. When ordering or registering on our site, as appropriate, you may be asked to enter your: name, e-mail address, mailing address or phone number. You may, however, visit our site anonymously. Google, as a third party vendor, uses cookies to serve ads on your site. Google's use of the DART cookie enables it to serve ads to your users based on their visit to your sites and other sites on the Internet. Users may opt out of the use of the DART cookie by visiting the Google ad and content network privacy policy..

National Aviation Academy collects and uses your personal information to operate the National Aviation Academy Web site and deliver the services you have requested. National Aviation Academy also uses your personally identifiable information to inform you of other products or services available from National Aviation Academy and its affiliates. National Aviation Academy may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

National Aviation Academy does not sell, rent or lease its customer lists to third parties. National Aviation Academy may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, National Aviation Academy may share data with trusted partners to help us perform statistical analysis, send you email or postal mail or provide customer support. All such third parties are prohibited from using your personal information except to provide these services to National Aviation Academy, and they are required to maintain the confidentiality of your information.

National Aviation Academy does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

National Aviation Academy keeps track of the Web sites and pages our customers visit within National Aviation Academy, in order to determine what National Aviation Academy services are the most popular. This data is used to deliver customized content and advertising within National Aviation Academy to customers whose behavior indicates that they are interested in a particular subject area.

National Aviation Academy Web sites will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on National Aviation Academy or the site; (b) protect and defend the rights or property of National Aviation Academy; and, (c) act under exigent circumstances to protect the personal safety of users of National Aviation Academy, or the public.

## Security of Your Personal Information

While no computing environment is 100% secure, NAA uses best efforts to secure your personal information from unauthorized access, use or disclosure. NAA secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted to other Web sites, it is protected through the use of encryption.

## Student Records

Student records are protected by the Family Educational Rights and Privacy Act (FERPA), federal regulations which assign rights to students and responsibilities to educational institutions regarding students' education records. The Act governs the maintenance and release of information from those records. NAA has a separate policy governing FERPA regulations: <https://www.naa.edu/wp-content/uploads/2020/07/h.-FERPA.pdf>

**What do we use your information for?** Any of the information we collect from you may be used in one of the following ways:

- To personalize your experience (your information helps us to better respond to your individual needs)
- To improve customer service (your information helps us to more effectively respond to your customer service requests and support needs)
- To send periodic emails
- The email address you provide may be used to send you information, respond to inquiries, and/or other requests or questions.

**How do we protect your information?** We implement a variety of security measures to maintain the safety of your personal information when you enter, submit, or access your personal information.

**Do we use cookies?** Yes (Cookies are small files that a site or its service provider transfers to your computers hard drive through your Web browser (if you allow) that enables the sites or service providers systems to recognize your browser and capture and remember certain information, We use cookies to understand and save your preferences for future visits, keep track of advertisements and compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future.

**Opt out of receiving e-mails** If you are already a user, you may opt-out by visiting this link: [Unsubscribe from our newsletter](#)

**Opt out of receiving telephone calls or postal mailings from NAA** You may contact us at anytime by calling (727)531-2080 and letting us know that you would not like to be contacted by telephone or mail.

**Do we disclose any information to outside parties?** We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

**Children's Online Privacy Protection Act Compliance** We are in compliance with the requirements of COPPA (Children's Online Privacy Protection Act), we do not collect any information from anyone under 13 years of age. Our website, products and services are all directed to people who are at least 13 years old or older.

**Online Privacy Policy Only** This online privacy policy applies only to information collected through our website and not to information collected offline.

**Your Consent** By using our site, you consent to our web site privacy policy.

**Contacting Us** If there are any questions regarding this privacy policy you may contact us using the information below.

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Country of Permanent Establishment: USA

(727)531-2080