



# **ZNTCAA**

## **Zimbabwe Non-Type Certified Aircraft Association**

Komani Airfield

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Harare

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### **Zimbabwe Non-Type Aircraft Association (ZNTCAA) - Data Protection and Privacy Policy**

**Effective Date:** June 10, 2025

The Zimbabwe Non-Type Aircraft Association (ZNTCAA) is committed to protecting the privacy and security of the personal information entrusted to us by our members. This policy outlines how we collect, use, store, and disclose your personal data in accordance with our legal obligations and our commitment to data protection.

#### **1. Introduction**

This policy applies to all personal data collected and processed by ZNTCAA in the course of its operations, particularly in relation to the issuance of pilot licenses and flight permits for non-type aircraft.

#### **2. Data Controller**

The data controller responsible for your personal data is the Zimbabwe Non-Type Aircraft Association (ZNTCAA).

#### **3. Personal Data We Collect**

We collect the following categories of personal data from you:

- **Identification Information:** Full Name, Identification Number (e.g., National ID, passport number).
- **Contact Information:** Email Address, Physical Address, Cell Phone Number.
- **Biographical Information:** Photographs.
- **Uploaded Documents:** Documents relevant to pilot license and permit applications (e.g., medical certificates, flight logbooks, training records).

#### **4. Purpose of Data Collection**

We collect and process your personal data solely for the following purposes:

- To verify your identity and eligibility for pilot licenses and permits to fly.
- To process applications for pilot licenses and permits to fly.
- To communicate with you regarding your applications, licenses, and permits to fly.
- To fulfill our legal obligations to the Civil Aviation Authority of Zimbabwe (CAAZ).
- To maintain accurate records of licensed pilots and aircraft permits.

#### **5. Lawful Basis for Processing**

Our lawful basis for processing your personal data is primarily:

- **Legal Obligation:** The processing is necessary for compliance with a legal obligation to which ZNTCAA is subject (e.g., sharing data with the Civil Aviation Authority of Zimbabwe).
- **Contractual Necessity:** The processing is necessary for the performance of a contract with you (e.g., to process your application for a license or permit).

- **Legitimate Interests:** Where applicable, processing may be based on the legitimate interests of ZNTCAA in fulfilling its mandate, provided your rights and freedoms are not overridden.

## 6. Data Storage and Security

All personal data collected by ZNTCAA is:

- **Stored Encrypted:** Your data is stored on a self-managed database with robust encryption measures in place to protect it from unauthorised access, disclosure, alteration, or destruction.
- **Self-Managed Database:** We do not rely on third-party cloud providers for data storage. Our database is managed internally by ZNTCAA.

## 7. Data Sharing and Disclosure

We will only share your personal data with the following party:

- **Civil Aviation Authority of Zimbabwe (CAAZ):** As part of our legal obligation to regulate and issue pilot licenses and annual aircraft permits to fly, we are legally required to share your uploaded documents and relevant personal data with the Civil Aviation Authority of Zimbabwe.

We will **not** share your personal data with any other third parties, nor do we engage in any advertising or use any third-party applications that would involve the sharing of your data.

## 8. Data Access and Administrative Control

- **Limited Access:** Only authorized administrators of ZNTCAA have access to the personal information you provide.
- **Purpose of Access:** Administrators access this information solely to check that your data is correct, valid, and complete for the purpose of issuing licenses and permits.

## 9. User Access to Account

- **Secure Login:** Users access their login accounts via a secure code sent to their registered email addresses. This method helps to ensure that only the legitimate account holder can access their information.

## 10. Your Rights

As a data subject, you have the following rights concerning your personal data:

- **Right to Access:** You have the right to request access to the personal data we hold about you.
- **Right to Rectification:** You have the right to request that any inaccurate or incomplete personal data we hold about you be corrected, and are able to correct it yourself under your account.
- **Right to Erasure (Right to be Forgotten):** You have the right to delete your account at any time. Upon deletion of your account, all your personal data will be cleared from our database.
- **Right to Restriction of Processing:** In certain circumstances, you have the right to request that we restrict the processing of your personal data, however this may impact the issuance of licences or permits to fly
- **Right to Data Portability:** In certain circumstances, you have the right to receive your personal data in a structured, commonly used, and machine-readable format.
- **Right to Object:** In certain circumstances, you have the right to object to the processing of your personal data.

## **11. No Cookies or Analytics**

We do not use cookies or any analytical tools on our website or within our systems to track user behaviour or collect personal data.

## **12. Data Retention**

Your personal data will be retained for as long as necessary to fulfill the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements. Upon your request to delete your account, your data will be cleared from our database.

## **13. Changes to this Policy**

ZNTCAA reserves the right to update this Data Protection and Privacy Policy from time to time. Any changes will be posted on our website, and where appropriate, notified to you by email.

## **14. Contact Information**

If you have any questions about this Data Protection and Privacy Policy or wish to exercise any of your rights, please contact us at:

[admin@zntcaa.com](mailto:admin@zntcaa.com)

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