

# the **W**innipeg FIR

## **Website Privacy Policy**

**Updated 09/01/2020**

### **WARNING**

Information inside of this document is intended for  
flight simulation purposes only.

# the Winnipeg FIR

## SECTION 1 - DOCUMENT INFORMATION

|                        |                           |
|------------------------|---------------------------|
| Type                   | Publication               |
| Version                | 1.0                       |
| Issue Date             | 08/05/2020                |
| Authority              | Winnipeg FIR Chief (ZWG1) |
| Prepared & Approved By | Nate Power (NP)           |
| Review Date            | 08/30/2021                |
| Identification         | CZWGFIR_Privacy           |

## SECTION 2 - REVISION RECORDS

| Revision Number | Revision Date | Description of Changes     | Author(s) |
|-----------------|---------------|----------------------------|-----------|
| 1.0             | 08/05/2020    | Initial Creation           | NP        |
| 1.1             | 08/30/2020    | Final Review before launch | KD, NP    |

# the Winnipeg FIR

## SECTION 3 - PURPOSE

To provide services for users of the Winnipeg FIR website, we collect data via the VATSIM Connect (auth.vatsim.net) service. This policy outlines the data collected, how this data is used, and how a user can manage the data used. This policy also applies to other services provided by the FIR outside of the website. This policy sits alongside VATCAN and VATSIM policies. This policy aims to comply with the European Union General Data Protection Regulations and applies to all users of Winnipeg FIR website and other services regardless of whether they reside in the European Union.

## SECTION 4 - HOW TO CONTACT WINNIPEG

To contact the Winnipeg FIR, you can do the following:

- a) Submit a support ticket to the relevant staff member at <https://winnipegfir.ca/dashboard/tickets> (account required);
- or
- b) email the relevant staff member using emails provided at <https://winnipegfir.ca/staff>.

For privacy related matters, please use the appropriate section found at <https://winnipegfir.ca/dashboard/me/data>.

## SECTION 5 - DATA WE COLLECT

The Winnipeg FIR collects the following data from your VATSIM.net account or Discord account:

- a) VATSIM Certificate Number (CID)
- b) Full name as shown on your VATSIM CERT record
- c) Email address as shown on your VATSIM CERT record
- d) VATSIM subdivision, division, and region
- e) VATSIM controller rating
- f) Your Discord User ID used to access your profile information.

# the Winnipeg FIR

No private data relating to authentication (other than email address) is read or retained by us. This includes passwords, private keys, etc.

## SECTION 6 - WHY WE COLLECT DATA

The website collects the aforementioned data in order to provide effective services within the website. Your data is used to populate your profile in our database. Your data is used to allow staff members to customize your experience as required. Your data is used to process requests for visitor training. Your data is used to send communications via email or via the support ticket system.

## SECTION 7 - HOW WE GET PERMISSION TO USE YOUR DATA

By logging into the website using the VATSIM Connect, you automatically agree to the terms of this privacy policy, and consent to the use of your data in the ways described in this document. If at any time you no longer consent to the use of your data in any of the ways described in this document, then you may request to have your account and all associated data removed from our servers.

By linking your Discord account through Discord OAuth, you automatically consent to the use of your Discord data in the ways described in this document. If at any time you no longer consent to the use of your Discord data in any of the ways described in this document, then you have the ability through your dashboard to unlink your Discord account. This action will automatically remove the Discord data associated with your account from our servers.

## SECTION 7 - WHO CAN ACCESS DATA & WHO IT IS SHARED WITH

The Winnipeg FIR does not share or provide access to your data to members outside of our staff team. Our staff team includes our Instructor team, Executive team members, and senior VATCAN staff members.

Publicly available data, such as your Winnipeg FIR roster status is available to be viewed by the general public (i.e. people without an account). This is required for a member to stay on our roster.

# the Winnipeg FIR

## SECTION 8 - HOW WE MANAGE YOUR DATA

All data is securely stored on the Winnipeg FIR web server, which is accessible only by the FIR Chief, Deputy FIR Chief and Webmaster.

## SECTION 9 - REQUESTING REMOVAL OF DATA

You have the right to request that we remove all or certain bits of data from our service. To request this, either go to the “My Data” section of the Winnipeg FIR website or email the FIR Chief with the subject line “ATTN: Data Removal Request” with the email associated with your VATSIM.net account. Under GDPR, we have up to 30 days to comply. We will email you with a confirmation when this is completed. Removal of your data does not prevent you from providing us permission to use your data again in the future.

You also have the right to request an export of all or certain bits of data from our service. To request this, either go to the “My Data” section of the Winnipeg FIR website or email the FIR Chief with the subject line “ATTN: Data Export Request” with the email associated with your VATSIM.net account. Under GDPR, we have up to 30 days to comply. We will email you with a confirmation when this is completed.

## SECTION 10 - EMAIL COMMUNICATIONS

Email marketing communication from the FIR is done through an opt-in process. We use marketing emails to promote events, send news about non-critical events, and for other related reasons. To opt-in to marketing emails, follow the procedure in the Website dashboard. All other important emails cannot be opted out of. These include critical news events, roster checks, and other communications at the discretion of the FIR staff.

# the Winnipeg FIR

## SECTION 11 - VATSIM CODE OF CONDUCT, SECTION A4(B)

To comply with section A4(b) of the VATSIM Code of Conduct, the Winnipeg FIR website allows you to change your display name on the service. This display name will change how your name is presented to all users on the website and Discord server. It is highly recommended to keep your display name on the WinnipegFIR.ca web service in line with the display name you use on the network itself.

The Winnipeg FIR website stores your CERT full name as per VATSIM CERT's record of you in the database. This is only visible to the FIR Chief, Deputy FIR Chief, Webmaster and VATCAN Staff. We will never distribute this name outside of this group.

## SECTION 12 - CHANGES TO THIS DOCUMENT

Changes to this privacy policy will be communicated via the news section of the website.

A handwritten signature in black ink, appearing to read "Nate Power", with a long horizontal flourish extending to the right.

**Nate Power**  
FIR Chief  
Winnipeg FIR (CZWG)

Date: August 30 2020