



Code of Conduct / Privacy Policy

Revision History			
Version	Date	Author	Notes
1.0	01 AUG 13	EE	Initial Release

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Code of Conduct

At NDB Air, we hold ourselves to a high standard of conduct with each other and various online flying communities. One of our core values is the concept of fair, equitable treatment and we strive to provide an environment where everyone is treated with respect.

Any reported occurrence of inappropriate behavior by our pilots (either online, in the forums, or in interchanges between NDB Air members) may result in suspension, loss of seniority (to include all logged hours), and/or dismissal from NDB Air.

Falsification of information (especially a name or email address with the attempt to hide one's identity) is grounds for immediate deletion of the offending account(s) and being banned from NDB Air.

When using the NDB Air website and forum, as well as when flying online and registered as an NDB flight, all pilots are subject to monitoring.

Offending forum posts may be edited or deleted, without notification, by authorized forum moderators.

NDB Air recognizes every pilot's right to free speech; however the NDB Air forums and other services are privately owned and controlled. Members' use of those services is provided solely at the discretion of NDB Air and may be modified or revoked at any time.

Application Information

Providing false information within a membership application is prohibited. Should a pilot's identity fall into question at any time the management of NDB Air reserves the right to carry out its own checks to establish that pilot's true identity.

Pilots who are found to have supplied a false identity, for whatever the reason, to gain admission to NDB Air, shall be dismissed from the airline, and placed on a permanent "no hire" list.

Pilots who are found to have supplied any other incorrect or false information in order to gain admission to NDB Air are liable to being summarily dismissed without notice, and may be subject to being placed on a permanent "no hire" list.

Online Flying Conduct

Pilots are reminded that when using online air traffic simulation networks (VATSIM, IVAO, PilotEdge, BVA, etc) that they are an ambassador of NDB Air, representing not only the airline, but their fellow pilots as well.

Pilots are to exercise good manners and are not to engage in arguments over the networks.

If at any time NDB Air receives communication from any of the networks regarding bad conduct of any pilot, the pilot may be dismissed at the discretion of the Board of Directors and/or Founders.

NDB Air Pilot's Forum

When logging onto the NDB Air Forum, all users are subject to a user agreement for the forum.

Pilots who are unable to conduct themselves in an appropriate manner are shall avoid making postings within the NDB Air Forum.

The following items are considered unacceptable on the NDB Air Forum:

- Offensive language directed at staff or other members.

- Pornographic links or material.

- Advertising of other virtual airlines. This includes users forum signatures and links. Board members may, at their discretion, permit the advertising of other VAs within Links and Signatures.

- References or links to illegal software.

Privacy policy

Upon your written request, NDB Air agrees to notify you of:

1. Any personally identifiable information or third party personal identification that is collected from you through NDB Air's web site;
2. The name of the organization collecting the information;
3. How the information collected is to be used;
4. With whom the information may be shared;
5. What choices are available to you regarding collection, use and distribution of the information;
6. The kind of security procedures that are in place to protect the loss, misuse or alteration of information under NDB Air control;
7. How you can correct any inaccuracies in the information.

If you feel that NDB Air is not following this privacy policy, you should contact the NDB Air CEO at the email address posted at the NDB Air website.

Information Collection and Use

NDB Air is the sole owner of the information collected on this site. It will not sell, share or rent this information to others in ways different from what is disclosed in this Privacy Policy. NDB Air collects information from its users at several different points on its website.

Registration

In order to use this website, you must first complete NDB Air's registration form. During registration, you are required to give your contact information including name and an email address. This information is used to contact you about the services on our site for which you have expressed interest. Demographic information may be collected to comply with appropriate laws regarding children, to provide targeted services and to incorporate network security. Cookies, as well as other means of personal unique identification will be used during the registration process. However, any personal data submitted will be kept strictly confidential and used only to identify you to the registration system.

Cookies

NDB Air may use cookies on its site. A cookie is a piece of data stored on your hard drive which is used to track you through our site and for network security. Some of our affiliates may also use cookies on our site. However, NDB Air has no access to or control over these cookies.

Log Files

NDB Air uses IP addresses to analyze trends, administer its site, track users' movement, and gather broad demographic information for aggregate use. IP addresses are linked to personally identifiable information for the purposes of network security.

Sharing of Certain Information

NDB Air may share aggregated demographic information with our partners and advertisers. This is not linked to any personal information that can identify any individual person.

Personal Statistical Information

In the normal course of connecting to the NDB Air website, certain personal statistical information will be collected. This information includes, but is not limited to, the time and duration of a member's connection, flights flown, PIREPS filed and other information necessary and useful for the maintenance of the website and your account. This personal information can be seen by other members and/or NDB Air affiliates and partners. In addition, this information may also be available to the general public via the internet. For further information regarding the availability of a member's personal statistical information, please send an email to the NDB Air CEO at the email address posted at the NDB Air website.

Links To Outside Websites

This web site contains links to other sites. Please be aware that NDB Air is not responsible for the privacy practices or policies of such other sites. NDB Air encourages its members to be aware when they leave the NDB Air website and to read the privacy statements of each and every web site that collects personally identifiable information. This privacy statement applies solely to information collected by NDB Air's web site.

Required NOTAM Subscription

All NDB Air members are automatically subscribed to the email distribution of a NOTAM list. This list is used to distribute information of an urgent nature to all NDB Air pilots. Subscription to this distribution list is automatic and mandatory for all pilots and is a condition of membership to NDB Air. This list is not used for any purpose other than official business.

Security

NDB Air takes every reasonable precaution to protect its pilots' information. When you submit sensitive information via the NDB Air website, your information is protected both online and offline.

NDB Air will make all reasonable efforts to protect member information off-line. All member information, not just the sensitive information mentioned above, is restricted. This information is password protected and only those people who need the information to perform a specific job (Board of Directors) are granted access to personally identifiable information. If you have any questions about the security of the information you submit to NDB Air's website, you can send an email to the NDB Air CEO at the email address posted at the NDB Air website.

Correction or Updating of Personal Information

If a user's personally identifiable information changes or needs correction, a member should contact The NDB Air SVPHR for assistance in updating his or her account.

Notification of Changes

If NDB Air decides to update or change its privacy policy, notice of such changes shall be posted on its website so members are always aware of what information is collected, how it may be used and/or disclosed. If at any point NDB Air decides to use personally identifiable information in a manner different from that stated at the time it was collected, it will notify members by email so that they may decide whether to maintain or cancel their membership with NDB Air.

Minimum Age Requirement

NDB Air does not accept memberships from persons younger than the age of 18 under any circumstances and without exception. In addition, NDB Air does not allow any person under the age of 18 to join or post in its forum or to participate in the use NDB Air Code of Conduct / Privacy Policy - Version 1.0

of any online chat (text or voice). NDB Air shall make every reasonable effort to prohibit persons under the age of 18 from participating in any of these venues. Any accounts created under false pretenses by persons under the age of 18 which are discovered and verified by NDB Air shall be immediately canceled.

Contact

Questions concerning this privacy policy may be directed to the NDB Air CEO at the email address posted at the NDB Air website.