

320tki – Privacy Policy

Independent Technical Knowledge Coaching

A320 Made Clear

Version	1.1
Effective date	31 August 2026
Language	English
Applies to	Website visitors, prospective students, active students and former students

1. Introduction

This Privacy Policy explains how 320tki collects, uses, stores and protects personal information in connection with its services.

320tki is an independent provider of non-certifying Airbus A320 technical knowledge coaching. This Privacy Policy applies to visitors of the 320tki website, prospective students, active students and former students who interact with 320tki through its services.

320tki is independent and is not affiliated with, endorsed by, sponsored by or associated with Airbus SAS or any airline, training organisation or aviation authority.

By using the website, submitting an enquiry, booking an Orientation Meeting or participating in coaching services, you acknowledge this Privacy Policy.

2. Data Controller

Provider	Yalcin Uyarli
Trading name	320tki
Business address	Sulzerallee 48, 8404 Winterthur, Switzerland
Email	info@320tki.com
Website	320tki.com

For privacy-related enquiries, requests or concerns, contact info@320tki.com.

3. Information Collected

320tki may collect and process information reasonably necessary to provide its services. This may include:

Contact Information

- Name
- Email address
- Telephone number
- Other contact details voluntarily provided

Booking Information

- Appointment bookings
- Scheduling information
- Session attendance information
- Orientation Meeting records

Coaching Administration Information

- Coaching topics
- Session continuity notes
- Administrative notes
- Road Assistance communication history
- Student-provided discussion topics

Financial Information

- Invoice information
- Payment records
- Accounting and tax records

Technical Information

- Website usage information
- IP address
- Server log information
- Date and time of website access
- Requested pages or resources
- Referrer information, where available
- Browser information
- Device information
- Technical website operation information
- Cookie-related information

320tki does not intentionally collect personal information that is unrelated to the provision of coaching services.

4. How Information Is Collected

Information may be collected through:

- The 320tki website
- Website contact forms
- Microsoft Forms
- Microsoft Bookings
- Email communications
- Microsoft Teams sessions
- WhatsApp communications
- Direct communication with students
- Administrative and invoicing processes

Information is normally provided directly by the individual concerned.

5. Purpose of Processing

Personal information may be processed for the following purposes:

- Responding to enquiries
- Arranging Orientation Meetings
- Delivering coaching services
- Managing student records
- Maintaining continuity between coaching sessions
- Administering Road Assistance
- Issuing invoices
- Processing payments
- Maintaining administrative records
- Complying with legal, accounting and tax obligations
- Improving website functionality and service quality

320tki processes only information reasonably necessary for these purposes.

6. Contact Forms and Enquiries

Information submitted through website contact forms is used solely to respond to the enquiry, provide requested information and assess whether 320tki services may be suitable.

Submitting a contact form does not create a coaching engagement and does not create consent for future marketing communications.

320tki does not operate a newsletter mailing list and does not use enquiry information for promotional campaigns.

7. Coaching Notes and Student Records

To support service continuity, 320tki may maintain operational coaching records. Such records may include:

- Discussion topics
- Session preparation notes
- Continuity notes
- Administrative notes
- Booking information
- Road Assistance communication history

These records exist solely to support the provision of coaching services and administrative continuity.

320tki does not maintain performance rankings, student scoring systems or formal assessment profiles.

8. Website Analytics

320tki does not currently use analytics cookies. Website visits may still generate technical server log information necessary for website operation, security and troubleshooting.

320tki does not use behavioural advertising, remarketing or advertising-related profiling.

9. Cookies

Essential Cookies

Essential cookies help the website function correctly and support security, navigation and technical operation.

320tki does not currently use analytics cookies, advertising cookies, profiling cookies or marketing-tracking cookies. If optional analytics cookies are introduced in the future, 320tki will update this policy and, where required, provide an appropriate consent mechanism before such cookies are used.

10. Service Providers and Platforms

320tki uses third-party platforms to provide services and manage operations. These may include:

- Microsoft Bookings
- Microsoft Teams
- Microsoft 365 services
- Email service providers
- WhatsApp
- Website hosting and infrastructure providers, including Hostinger where applicable
- Technical service providers necessary for website operation, where applicable

These service providers may process information as part of service delivery. 320tki selects service providers believed to be appropriate for professional and operational use but cannot control every aspect of their independent operation.

11. Data Security

320tki uses reasonable administrative, organisational and technical measures to protect personal information against unauthorised access, unauthorised disclosure, loss, misuse and alteration.

No internet-based system can guarantee absolute security. Individuals should avoid sending sensitive information unless reasonably necessary for the services provided.

12. International Processing

Some service providers used by 320tki may process or store personal information outside Switzerland, including in countries in the European Economic Area, the United Kingdom, the United States or other countries in which the relevant service providers operate.

Where personal information is transferred to a country that does not provide an adequate level of data protection under Swiss law, 320tki relies, where required, on appropriate safeguards provided by the relevant service provider, such as recognised standard contractual clauses or another legally permitted transfer mechanism.

Further information concerning relevant service providers and available transfer safeguards may be requested by contacting info@320tki.com.

13. Data Retention

320tki retains information only for as long as reasonably necessary.

Financial Records

Invoices, accounting records and related financial information may be retained for the period required by applicable legal, accounting and tax obligations.

Coaching and Administrative Records

Coaching notes, student records and administrative information may be retained for as long as reasonably necessary to deliver services, maintain continuity of coaching, resolve disputes, protect legitimate business interests and comply with legal obligations.

When information is no longer required, it may be deleted or anonymised where reasonably practicable.

14. Deletion Requests

Individuals may request deletion of personal information. Where legally permitted and reasonably practicable, 320tki will delete or anonymise information in response to such requests.

Certain information may need to be retained where required for legal obligations, accounting obligations, tax obligations, record-keeping requirements or dispute resolution. Information subject to such obligations may be retained until the relevant retention requirement expires.

15. Individual Rights

Subject to applicable law and the circumstances of the processing, individuals may request:

- Access to personal information
- Correction of inaccurate information
- Deletion of information where legally possible
- Clarification regarding processing activities
- The release or transfer of personal information in a commonly used electronic format, where the applicable legal requirements are met
- Restriction of or objection to particular processing activities, where applicable

Requests may be submitted to info@320tki.com. 320tki may request reasonable information to verify identity before responding.

16. Photographs, Images and Recordings

320tki does not maintain a photo library of students and does not create student image records as part of its normal services.

Participation in coaching does not imply consent for photography, marketing use or publication. Session recordings, screenshots and image captures are not part of the normal 320tki service model.

Any image voluntarily provided by a student is used only for the purpose for which it was provided. 320tki does not intentionally use such images to create student profile records, although the image may remain within the communication or platform through which it was submitted, subject to the applicable retention practices.

17. Testimonials and Marketing

320tki does not publish student testimonials as part of its normal business operations.

Participation in coaching does not grant permission for marketing use, promotional publication, social media promotion or public endorsement.

Student names, comments, feedback and participation information are not used for promotional purposes without a separate agreement. No marketing consent is implied by becoming a student.

18. Changes to this Privacy Policy

320tki may update this Privacy Policy from time to time. The current version will be made available through normal communication channels and, where applicable, through the website.

The version published or otherwise provided at the time of the relevant processing applies, subject to applicable law.

19. Contact

For questions regarding this Privacy Policy or privacy-related matters, contact:

Yalcin Uyarli
320tki
Sulzerallee 48
8404 Winterthur
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Email: info@320tki.com

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