

# Privacy Policy

Protecting your private information is our priority. This Statement of Privacy applies to <https://www.riversideflightcenter.com> (hereinafter the "Site") operated by Riverside Flight Center, Incorporated, also known as Riverside Flight Center, and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to Riverside Flight Center include <https://www.riversideflightcenter.com>. The Riverside Flight Center website is an informative Site. By using the Riverside Flight Center website, you consent to the data practices described in this document.

## **Collection of your Personal Information**

In order to better provide you with products and services offered on our Site, Riverside Flight Center may collect personally identifiable information, such as your:

- Complete Name
- Mailing Address
- E-Mail Address
- Phone Number
- Birth Date
- Gender
- Country of Citizenship
- Country of Birth
- English Fluency

Riverside Flight Center may also collect anonymous demographic information, which is not unique to you, such as your

- Age
- Gender

We do not collect any personal information about you unless you voluntarily provide it to us. However, you may be required to provide certain personal information to us when you elect to use certain products or services available on the Site, or request additional information from us. These may include: (a) registering for an account on our Site; (b) sending us an email message; (c) submitting your credit card or other payment information when ordering and purchasing products and services on our Site; (d) opting in to . We will use your information for, but not limited to, communicating with you in electronic format through a text message, email, telephone call, or other electronic means in relation to services and/or products you have requested from us. We also may gather additional personal or non-personal information in the future.

## **Use of your Personal Information, Opting-In and Opting-Out**

Riverside Flight Center collects and uses your personal information to operate its website(s) and to deliver the services and information you have requested, such as email correspondence, text messages, telephone calls, or other means of electronic communication.

Riverside Flight Center may also use your personally identifiable information to inform you of other products or services available from Riverside Flight Center.

Your acknowledgement of Riverside Flight Center's Privacy Policy and Terms and Conditions is assumed when you opt-in by providing your personal information to us. You may revoke your consent at any time by opting-out. You may opt-out of further communication by any means by telephoning our office and saying STOP, reply to email communications by replying with STOP, reply to text messages or SMS messages by replying STOP, by writing to our office and telling us to STOP, or by any other electronic means by using the keyword STOP. Further, you can reply to any electronic messages by replying HELP to request assistance.

You may provide consent to receive electronic messages (including but not limited to email, text messages, SMS messages, telephone calls, or other means of electronic communication) from Riverside Flight Center by submitting your information (Opting-in):

- Online* at our Site, <https://www.riversideflightcenter.com/>;
- Verbally* by interacting directly with a Riverside Flight Center employee;
- Directly* by providing written consent during an interaction with a Riverside Flight Center employee; or
- Through Text* by messaging a Riverside Flight Center employee, requesting we respond to you through text message, such as asking us a question.

## **Sharing Information with Third Parties**

Riverside Flight Center does not sell, rent or lease its customer lists to third parties for marketing purposes.

Riverside Flight Center may share data with trusted partners, if you have provided your personal information to us to help perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to Riverside Flight Center, and they are required to maintain the confidentiality of your information.

Riverside Flight Center may disclose your personal information, without notice, 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 Riverside Flight Center or the Site; (b) protect and defend the rights or property of Riverside Flight Center; and/or (c) act under exigent circumstances to protect the personal safety of users of Riverside Flight Center, or the public.

## **Tracking User Behavior**

Riverside Flight Center may keep track of the websites and pages our users visit within Riverside Flight Center, in order to determine what Riverside Flight Center services are the most popular. This data is used to deliver customized content and advertising within Riverside Flight Center to customers whose behavior indicates they are interested in a particular subject area.

## **Automatically Collected Information**

Information about your computer hardware and software may be automatically collected by Riverside Flight Center. This information can include but is not limited to: (a) your IP address; (b) browser type; (c) domain names; (d) access times; and/or (e) referring website addresses. This information is used for the operation of the service, to maintain the quality of the services, and to provide general statistics regarding the use of the Riverside Flight Center website.

## **Use of Cookies**

The Riverside Flight Center website may use 'cookies' to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the web server that you have returned to a specific page. For example, if you personalize Riverside Flight Center pages, or register with the Riverside Flight Center Site or its services, a cookie helps the Riverside Flight Center Site to recall your specific information on subsequent visits. This simplifies the process of recording your personal information. When you return to the same Riverside Flight Center website, the information you previously provided can be retrieved so you can easily use the Riverside Flight Center Site features that you customized.

You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the Riverside Flight Center Site, its services or websites you visit.

## **Links**

The Riverside Flight Center Site contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our Site and to read the privacy statements of any other site that collects personally identifiable information.

## **Security of your Personal Information**

Riverside Flight Center secures your personal information from unauthorized access, use, or disclosure. Riverside Flight Center uses the SSL Protocol for this purpose.

When personal information (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption, such as the Secure Sockets Layer (SSL) Protocol.

We strive to take appropriate security measures to protect against unauthorized access to or alteration of your personal information. Unfortunately, no data transmission over the Internet or any wireless network can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, you acknowledge that: (a) there are security and privacy limitations inherent to the Internet which are beyond our control; and (b) security, integrity, and privacy of any and all information and data exchanged between you and us through this Site cannot be guaranteed.

## **Children Under Thirteen**

Riverside Flight Center does not knowingly collect personally identifiable information from children under the age of thirteen. If you are under the age of thirteen, you must ask your parent or guardian for permission to use this website.

## **E-mail Communications**

From time to time, Riverside Flight Center may contact you via email for the purpose of providing announcements, promotional offers, alerts, confirmations, surveys, and/or other general communication. In order to improve our Services, we may receive a notification when you open an email from Riverside Flight Center or click on a link therein.

If you would like to stop receiving marketing or promotional communications via email from Riverside Flight Center, you may opt out of such communications by replying 'STOP.'

## **External Data Storage Sites**

We may store your data on servers provided by third-party hosting vendors with whom we have contracted.

## **Changes to this Statement**

Riverside Flight Center reserves the right to change this Privacy Policy from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your account, by placing a prominent notice on our Site, and/or updating any privacy information on this page. Your continued use of the Site and/or Services available through this Site after such modifications will constitute your: (a) acknowledgement of the modified Privacy Policy; and (b) agreement to abide and be bound by that Policy.

## **Contact Information**

Riverside Flight Center welcomes your questions or comments regarding this Statement of Privacy. If you believe that Riverside Flight Center has not adhered to this Statement, please contact Riverside Flight Center at:

Attention: PRIVACY OFFICER  
Riverside Flight Center  
203 Cessna Drive  
Tulsa Riverside Airport  
Tulsa Oklahoma 74132  
United States of America

Email Address:  
[info@riversideflightcenter.com](mailto:info@riversideflightcenter.com)

Telephone Number:  
+1.918.298.3164

Effective as of 31 January 2023