



## Re-certification process:

- STEP 1 30-days before existing certificate is due to expire, submit the following by email to [avsec@airsafety.aero](mailto:avsec@airsafety.aero):
- a. completed, signed application form; and
  - b. list of aviation security courses delivered by applicant in last 2-years.
- STEP 2 ASSI will email unique log-in for Quadratica on-line technical knowledge test.
- STEP 3 Applicant must complete Quadratica test within 7-days of receipt of log-in details.
- STEP 4 ASSI will email results of Quadratica test and, if test has been passed, a request for submission of selected training materials currently in use.
- STEP 5 If all submissions are satisfactory, ASSI will issue new certificate.

For further details on the assessment process please make your request to [avsec@airsafety.aero](mailto:avsec@airsafety.aero)

### Privacy Notice – Av Sec Re-certification

Air Safety Support International Limited collects and stores your personal details i.e. name, contact details and supporting documentation for the purpose of Aviation Security Re-certification.

The processing of your personal information is necessary for compliance with the Air Navigation (Overseas Territories) Order.

We do not share your personal details with any third parties unless we have your consent to do so.

We will delete all personal information associated with your ASSI Re-certification within a maximum of 3 ½ years following the issue of your final certificate.

### Your Personal Data Rights

More information on your personal data rights can be found at:

<http://www.airsafety.aero/About-ASSI/General-Data-Protection-Regulation/Your-Personal-Data-Rights.aspx>

You have a right to complain to the [ICO https://ico.org.uk/make-a-complaint/your-personal-information-concerns/](https://ico.org.uk/make-a-complaint/your-personal-information-concerns/) about ASSI's processing of personal data.

Our General Privacy Notice can be viewed at:

<http://www.airsafety.aero/About-ASSI/General-Data-Protection-Regulation/General-Privacy-Notice.aspx>