

[REDACTED]
[REDACTED]

12 April 2018
Reference: F0003659

Dear [REDACTED]

I am writing in respect of your recent request of 23 March 2018, for the release of information held by the Civil Aviation Authority (CAA).

Your request:

'Request a copy of the ATO certificate for Virtual Aviation (GBR.ATO-0385).'

Our response:

Having considered your request in line with the provisions of the Freedom of Information Act 2000 (FOIA), the information you have requested can be found in Attachment 1.

Please note that we have redacted some personal information from the document in accordance with Section 40(2) of the FOIA. To release the information would be unfair to the individuals concerned and would therefore contravene the first data protection principle that personal data shall be processed fairly and lawfully. A copy of section 40(2) exemption can be found below.

If you are not satisfied with how we have dealt with your request in the first instance you should approach the CAA in writing at:-

Caroline Chalk
Head of External Information Services
Civil Aviation Authority
Aviation House
Gatwick Airport South
Gatwick
RH6 0YR

caroline.chalk@caa.co.uk

The CAA has a formal internal review process for dealing with appeals or complaints in connection with Freedom of Information requests. The key steps in this process are set in the attachment.

Civil Aviation Authority

Aviation House Gatwick Airport South Gatwick RH6 0YR. www.caa.co.uk

Telephone: 01293 768512. foi.requests@caa.co.uk

Should you remain dissatisfied with the outcome you have a right under Section 50 of the FOIA to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office
FOI/EIR Complaints Resolution
Wycliffe House
Water Lane
Wilmslow
SK9 5AF
<https://ico.org.uk/concerns/>

If you wish to request further information from the CAA, please use the form on the CAA website at <http://publicapps.caa.co.uk/modalapplication.aspx?appid=24>.

Yours sincerely

A handwritten signature in black ink that reads "Rihanne Stephen". The signature is written in a cursive style with a large initial 'R'.

Rihanne Stephen
Information Rights Officer

CAA INTERNAL REVIEW & COMPLAINTS PROCEDURE

- The original case to which the appeal or complaint relates is identified and the case file is made available;
- The appeal or complaint is allocated to an Appeal Manager, the appeal is acknowledged and the details of the Appeal Manager are provided to the applicant;
- The Appeal Manager reviews the case to understand the nature of the appeal or complaint, reviews the actions and decisions taken in connection with the original case and takes account of any new information that may have been received. This will typically require contact with those persons involved in the original case and consultation with the CAA Legal Department;
- The Appeal Manager concludes the review and, after consultation with those involved with the case, and with the CAA Legal Department, agrees on the course of action to be taken;
- The Appeal Manager prepares the necessary response and collates any information to be provided to the applicant;
- The response and any necessary information is sent to the applicant, together with information about further rights of appeal to the Information Commissioners Office, including full contact details.

Freedom of Information Act: Section 40

- (1) Any information to which a request for information relates is exempt information if it constitutes personal data of which the applicant is the data subject.
- (2) Any information to which a request for information relates is also exempt information if-
 - (a) it constitutes personal data which do not fall within subsection (1), and
 - (b) either the first or the second condition below is satisfied.
- (3) The first condition is-
 - (a) in a case where the information falls within any of paragraphs (a) to (d) of the definition of "data" in section 1(1) of the Data Protection Act 1998, that the disclosure of the information to a member of the public otherwise than under this Act would contravene-
 - any of the data protection principles, or
 - section 10 of that Act (right to prevent processing likely to cause damage or distress), and
 - (b) in any other case, that the disclosure of the information to a member of the public otherwise than under this Act would contravene any of the data protection principles if the exemptions in section 33A(1) of the Data Protection Act 1998 (which relate to manual data held by public authorities) were disregarded.
- (4) The second condition is that by virtue of any provision of Part IV of the Data Protection Act 1998 the information is exempt from section 7(1)(c) of that Act (data subject's right of access to personal data).
- (5) The duty to confirm or deny-
 - (a) does not arise in relation to information which is (or if it were held by the public authority would be) exempt information by virtue of subsection (1), and
 - (b) does not arise in relation to other information if or to the extent that either-
 - the giving to a member of the public of the confirmation or denial that would have to be given to comply with section 1(1)(a) would (apart from this Act) contravene any of the data protection principles or section 10 of the Data Protection Act 1998 or would do so if the exemptions in section 33A(1) of that Act were disregarded, or
 - by virtue of any provision of Part IV of the Data Protection Act 1998 the information is exempt from section 7(1)(a) of that Act (data subject's right to be informed whether personal data being processed).
- (6) In determining for the purposes of this section whether anything done before 24th October 2007 would contravene any of the data protection principles, the exemptions in Part III of Schedule 8 to the Data Protection Act 1998 shall be disregarded.
- (7) In this section-

"the data protection principles" means the principles set out in Part I of Schedule 1 to the Data Protection Act 1998, as read subject to Part II of that Schedule and section 27(1) of that Act;

"data subject" has the same meaning as in section 1(1) of that Act;

"personal data" has the same meaning as in section 1(1) of that Act.

APPROVED TRAINING ORGANISATION CERTIFICATE

GBR.ATO-0385

Pursuant to Commission Regulation (EU) No 1178/2011 and subject to the conditions specified below, the UK Civil Aviation Authority hereby certifies

VIRTUAL AVIATION LIMITED
Registered Company Number: 03317841

Cambridge Airport
Gate E
Newmarket Road
Cambridge
Cambridgeshire
CB5 8RX

as an Approved Training Organisation with the privilege to provide Part-FCL training courses, including the use of FSTDs, as listed in the attached course approval.

CONDITIONS:

1. This certificate is limited to the privileges and the scope of providing the training courses, including the use of FSTDs, as listed in the attached training course approval.
2. This certificate is valid whilst the approved organisation remains in compliance with Part-ORA, Part-FCL and other applicable regulations.
3. Subject to compliance with the foregoing conditions, this certificate shall remain valid unless the certificate has been surrendered, superseded, limited, suspended or revoked.

Date of issue: 6 June 2014
Date of re-issue: 8 January 2018

Signed. 
For the UK Civil Aviation Authority



APPROVED TRAINING ORGANISATION CERTIFICATE

Training Course Approval

Attachment to ATO Certificate Number:

GBR.ATO-0385

VIRTUAL AVIATION LIMITED

has obtained the privilege to provide and conduct the following training courses and to use the following FSTDs:

| Training Course | Used FSTD(s) |
|---|------------------------|
| Multi-Crew Co-Operation (Modular) | UK/VIR-126, UK/VIR-152 |
| Multi-Crew Co-Operation Instructor (Modular) | UK/VIR-126, UK/VIR-152 |
| Airline Pilot Standards Multi-Crew Co-Operation | UK/VIR-152 |
| No Further Entries | |

This training course approval is valid as long as:

- (a) the ATO certificate has not been surrendered, superseded, limited, suspended or revoked, and
- (b) all operations are conducted in compliance with Part-ORA, Part-FCL, other regulations, and, when relevant, with the procedures in the organisation's documentation as required by Part-ORA.

Date of issue: 6 June 2014
Date of re-issue: 15 March 2018

Signed: [REDACTED]
For the Civil Aviation Authority

