

The Philippines vACC

Standard Operating Procedures

Version 1.1

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PHILIPPINE EAGLE
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PREFACE

Distribution and Scope

This is the Standard Operating Procedures (SOP) Manual of the Philippines vACC to carry out an organized and systematic routine operation of the center. This shall govern the operations of Philippines vACC, including but not limited to controlling any positions or facilities within the vACC jurisdiction.

Exclusion of Liability

Everything contained herein is for use on the VATSIM Network only and should never be adopted for real world use.

The information published by the Philippines vACC within this document is made available without warranty of any kind; the organization accepts no responsibility or liability whether direct or indirect, as to the currency, accuracy or quality of the information, nor for any consequence of its use.

Responsibility

This document is the responsibility of the Philippines vACC Facilities Director to maintain. The document is to be approved by the Philippines vACC Director and/or Deputy Director prior to release.

Amendment History

Revision	Effective Date	Notes	Author
1.0	May 1, 2022	First Publication	Willie So
			Emilio Perez
			Ian Roque
			Michael Uy
			Kenzo Tayko
			Gabriel Tulang
1.1	July 9, 2023	Management Restructured	Kenzo Tayko

Cancellation

Unless or otherwise stated, all of the version published before this same amending document are already called to cancel and thus, no longer acts upon the policies and management of the organization.

THE MANDATE

Mission

The Philippines Virtual Area Control Centre is set up to simulate air traffic control activities within Manila Flight Information Region (“RPHI FIR” hereafter) in a realistic, safe, and professional manner. This virtual organization aims to provide an open, welcoming learning environment where all VATSIM members can learn and practice their air traffic control skills.

Philippines vACC shall remain politically neutral at all times.

Purpose

Philippines vACC is a part of the VATSIM Network and aims to provide air traffic control services for online flight simulation within the area of the Republic of the Philippines (hereafter referred to as “Philippine Airspace”). For this purpose, Philippines vACC particularly organizes the basic and further education of virtual air traffic controllers and pilots as well as the staffing of air traffic control positions within the region. The rules established by VATSIM are obligatory for all Philippines vACC’s members, as well as the document hereafter.

Core Values

COMMITTED

We stand to our mandate to satisfy the objective set forth right for its members and provide safe and reliable virtual control center services across Southeast Asia. We are committed to improve and seek values that are in line with our aims for a better and brighter society.

PASSIONATE

We in Philippines vACC, believe that passion is an internal motivation that stems from a commitment to one's ideals and a respect for one's innate, one-of-a-kind aspirations. It's a self-generated energy, not something imposed from beyond. We aim to fuel ourselves with this passion to provide top quality virtual air traffic control services over our area.

REALISTIC

Philippines vACC aims to provide the most realistic air traffic system simulation service that is as close to the real thing as possible when flying on the VATSIM network. We only always aim for top quality service but ensure that our air traffic controllers are up to date with the highest training standards available and knowledgeable in real ATC procedures.

1. VACC ORGANIZATION

1.1. VATSIM

- a. The VATSIM (**Virtual Air Traffic Simulation**) network is an online community created for enthusiasts of flight simulation and air traffic control. The VATSIM Board of Governors (BoG) has the governing power of the network and the organization. The VATSIM Founders have ownership rights over the VATSIM network.
- b. Philippines vACC and VATSEA policies shall comply with all VATSIM policies. In case of any discrepancies, the higher-power VATSIM policy shall apply.

1.2. VATSEA

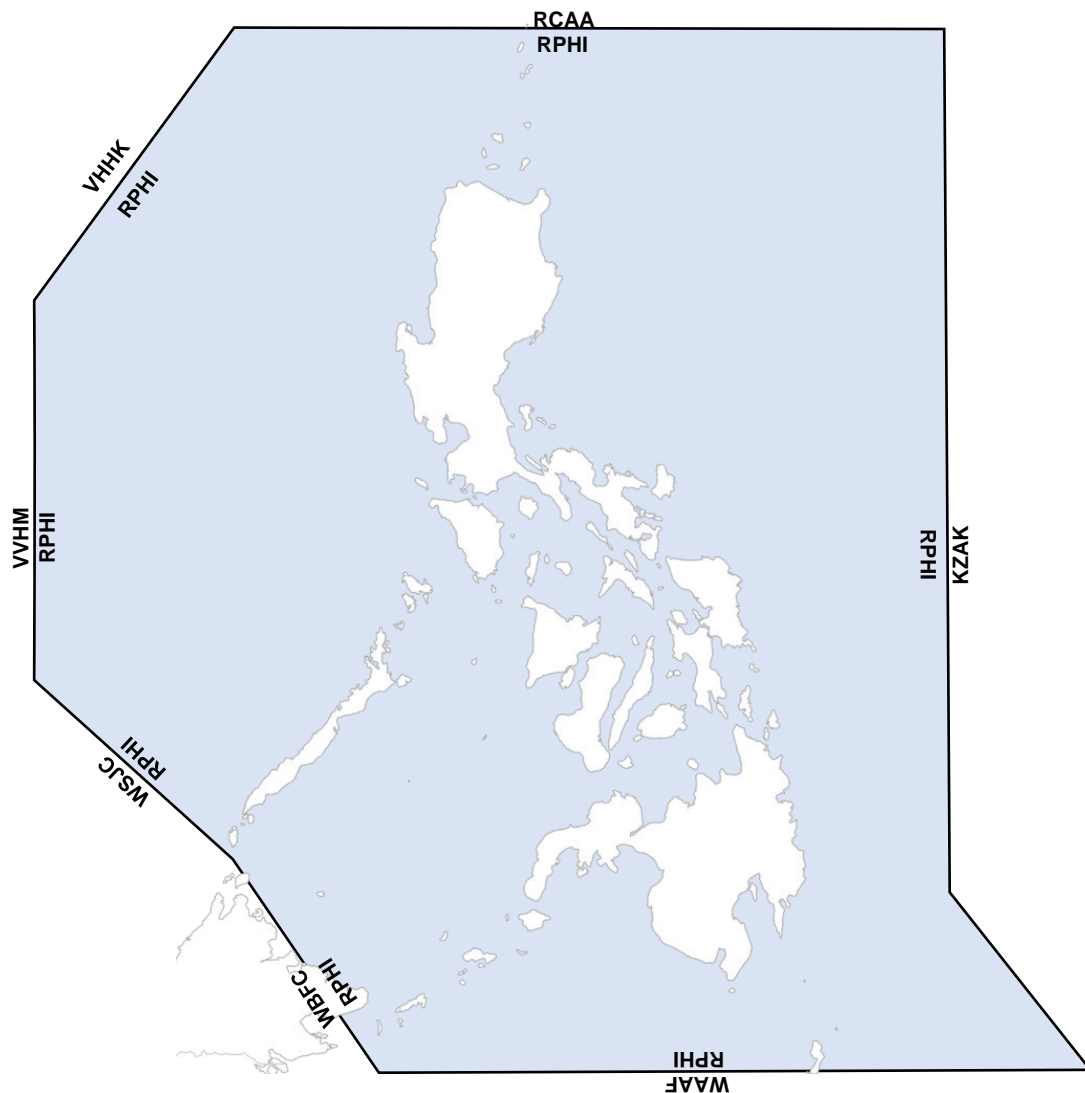
- a. VATSEA (**VATSIM Southeast Asia**) is the Southeast Asia's division as part of the VATSIM Asia Pacific Region.
- b. VATSEA Policies govern the day-to-day operations of the United States airspace and subdivisions.
- c. Philippines vACC policies shall be compliant with VATSEA policies. In case of any discrepancies, the VATSEA policy shall apply.

1.3. Philippines vACC

1.3.1. Designated Airspace

- a. Per the VATSIM Global Ratings Policy (GRP), Philippines vACC has the Manila (RPHI) Flight Information Region (FIR) which handles designated Major Airports as such:
 - 1. Manila – Ninoy Aquino Intl. Airport (RPLL)
 - 2. Subic Bay Intl. Airport (RPLB)
 - 3. Clark – Diosdado Macapagal Intl. Airport (RPLC)
 - 4. Mactan – Cebu Intl. Airport (RPVM)
 - 5. Davao – Francisco Bangoy Intl. Airport (RPMD)
- b. Minor Facilities
 - 1. Are defined as any airport **not** defined as a major airport, inside the Philippine airspace. Refer to the RPHI Facility List for a complete list of all minor facilities and stations.

1.3.2. Airspace Diagram



1.3.3. Airspace Structure and Classification

Airspace	Flight Levels	Airspace Classification
Manila FIR Upper Control Area (except special use airspace)	FL200 – Upper Limit	Class A
Oceanic Airspace	GND/SEA – Upper Limit	
ATS Routes outside TMA	MEA – Upper Limit	
Uncontrolled Airspace		Class G

2. VACC STAFF

2.1. Duties and Responsibilities

All staff members at the Philippines vACC, except the Director of Philippines vACC, is the sole responsibility of the Director of Philippines vACC. The Director of the Philippines vACC shall periodically review the staff structure and make necessary changes to reflect the operational need of the facility. The Director of the Philippines vACC shall be appointed by the Division Director of VATSIM Southeast Asia Division in accordance with all applicable VATSIM, regional, and divisional regulations.

2.2. The Director (ACCPHL1)

They review, monitors, develops, and implements policies and activities to achieve optimum efficiency at the Philippines vACC and its designated virtual airspace. In the same way, they are the one who interacts with the regional, divisional, and co-vACC staff members to foster international cooperation and exchange of ideas.

Being the director holds a heavy responsibility and obligation to manage the operation of their vACC and presides over daily or quarterly meetings concerning the system of its administration and programs.

Furthermore, they are obliged to collaborate effectively on vACC staff such as the **Deputy Director, Training and Standards Director, Events Director**, etc. By doing so, they are enabling themselves to refine policies set forth to enhance the operation of the vACC.

In place of that, they are the one who appoints staff members (including consultants as per the **Facility Advisory Board**) within the vACC in accordance with its coinciding policies set forth.

2.3. The Deputy Director (ACCPHL2)

They supplement the role of the **Director** and fulfill such role in the temporary absence of the Director of the vACC. They are also responsible to communicate with the Directors constantly and provide advice and assistance to the director in all divisional-related matters and in each decision-making process.

On top of that, they serve as an additional liaison within the division and relay information to the lower levels as needed and coordinate with other staff members of the vACC and spearhead projects when needed.

2.4. The Training and Standards Director (ACCPHL3)

By its term, they are responsible for all air traffic control training and oversee the rating upgrades for its members. They are also the ones who primarily develops, directs, and implements new strategies and initiatives to facilitate an effective training strategy within the vACC.

Also, alongside with the **Facilities Director & Membership Director**, they manage and produce training documentation and guides for its mentees and mentors. As such, they recommend and appoint new instructors and mentors (as enclosed to this guiding policy).

Furthermore, they regularly review the standard of training offered with the **Director & Deputy Director** to maintain the highest quality and standard of training the vACC has to offer.

2.5. The Facilities Director (ACCPHL4)

The **Facilities Director** is responsible for the creation, maintenance, and further review expansion of all vACC's sector files and documentation such as Letter of Agreement and co-vACC's policies with its local organization. As such, they are also the one who primarily collaborate with staff members of other vACCs concerning to the subject as called.

Furthermore, they work with the **staff members** of the vACCs such as the **Director, Deputy Director, Training and Standards Director, and Web Services Director** to foster the similar ventures that the vACC has to provide as a program for its controllers and non-controlling members.

2.6. The Events Director (ACCPHL5)

The **Events Director** is responsible for all of the vACC events from planning, conceptualization, creation, execution, review, and publication. As such, they are also responsible in coordinating and collaborating with staff members of other vACCs to create a seamless, streamlined, and effective events that involve the vACC's members and foster good relationships between region, division, and other vACCs.

2.7. The Public Relations Director (ACCPHL6)

The **Public Relations Director** is responsible in drafting and overseeing the creation of media releases and content on social media accounts of the vACC, forge relationships with netizens and key influencers and manage the response to 'crisis' situations that may arise.

They also aim to maintain the positive image of the vACC and its members. To that end, they can write marketing materials like newsletters, social media posts, and press releases for publication to the mentioned accounts owned by the vACC.

2.8. The Membership Director (ACCPHL7)

The **Membership Director** is the one who manages membership reports and issues that is concerning membership such as application and admission of the vACC.

As such, they are obliged to collaborate with the **Training and Standards Director** and **Public Relations Director** in order to facilitate an orderly release of answers with regards to resolving opened issues and to assist applicants in joining the vACC, should the application be opened.

2.9. The Web Services Director (ACCPHL8)

The **Web Services Director** is the one who manages and maintains the vACC website and all other IT services as needed by the organization or as called upon.

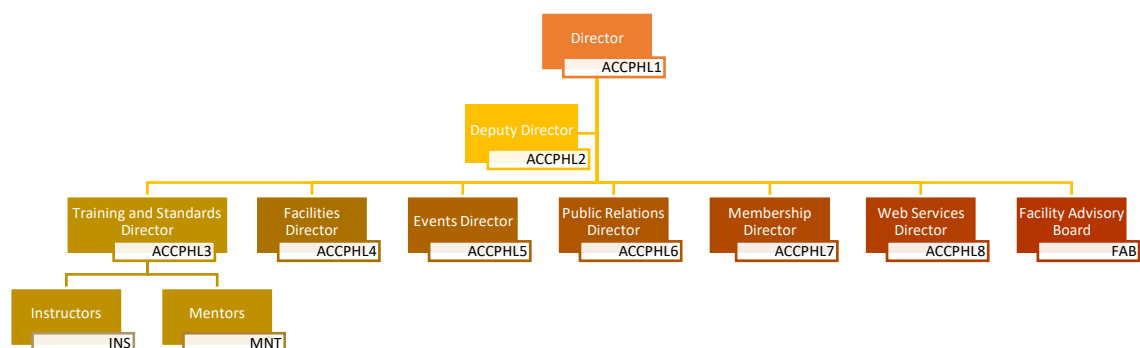
In the same manner, they are the one who is responsible in ensuring that the member's privacy is secured for the vACC's domain, website, and social media pages.

2.10. The Facility Advisory Board (FAB)

The **Facility Advisory Board (FAB)** is the acting advisory panel of the vACC which consist of past vACC staff members.

They are the one who is willing to share their expertise and knowledge to help the vACC and its interim **executive staff members** attain goals, policies, and strategies to supplement and improve the day-to-day operation of the vACC.

2.11. Staff Structure



3. MEMBERSHIP AND APPLICATION

3.1. Establishment of Membership and Application for Training

All applications to the vACC should be done online by accessing the official application form as enclosed on the vACC's website. These applications will be sent to the **Director, Deputy Director, & Training and Standards Director** for initial processing and assessment.

There are no specific requirements for applications but those with flying experience on the VATSIM network have a slight advantage as familiarity with the system, network, and the procedures may already be in check.

Application acceptance to receive ATC training shall be based on the following criteria:

1. Overall merit and marking from the initial exams given to the applicant for their application into the Philippines vACC Training Academy
2. Result of the online interviews done with the vACC Staff
3. Availability of mentor/s during the period of which training shall be conducted
4. Availability of the student during the period of which training shall be conducted

All vACC's staff communications shall be initially done via the applicant's registered e-mail address. If no reply from the applicant has been received after a two (2)-week period since first contact, the applicant shall no longer be considered and would have to re-apply into Philippines vACC after a one (1)-month period.

Subsequently, the **Director, Deputy Director, or Training and Standards Director** makes the final decision to approve or reject an application. Applications may be rejected for any reason — the refusal does not have to be justified and the vACC nor its staff be held accountable for.

3.2. Termination of Membership

Any Philippines vACC's member may be excluded from vACC by staff judgment if the individual has violated any vACC or VATSIM (COC) regulations. The member's VATSIM membership is still active unless official VATSIM Staff decide otherwise.

The defendant and the decision must be communicated to the VATSIM Southeast Asia Division (henceforth referred to as "VATSEA") and the aggrieved VATPHIL member may file an appeal in opposition to the decision appeals must be filed within seven days after receiving the termination notification.

The **Director** and **Deputy Director** have the right to ban and/or kick any member for violating any of the vACC or VATSIM (COC) rules as long as subsequent proof and evidence is shown of the misdemeanor or inherent violation of protocol.

3.3. Rights and Obligation of Controllers

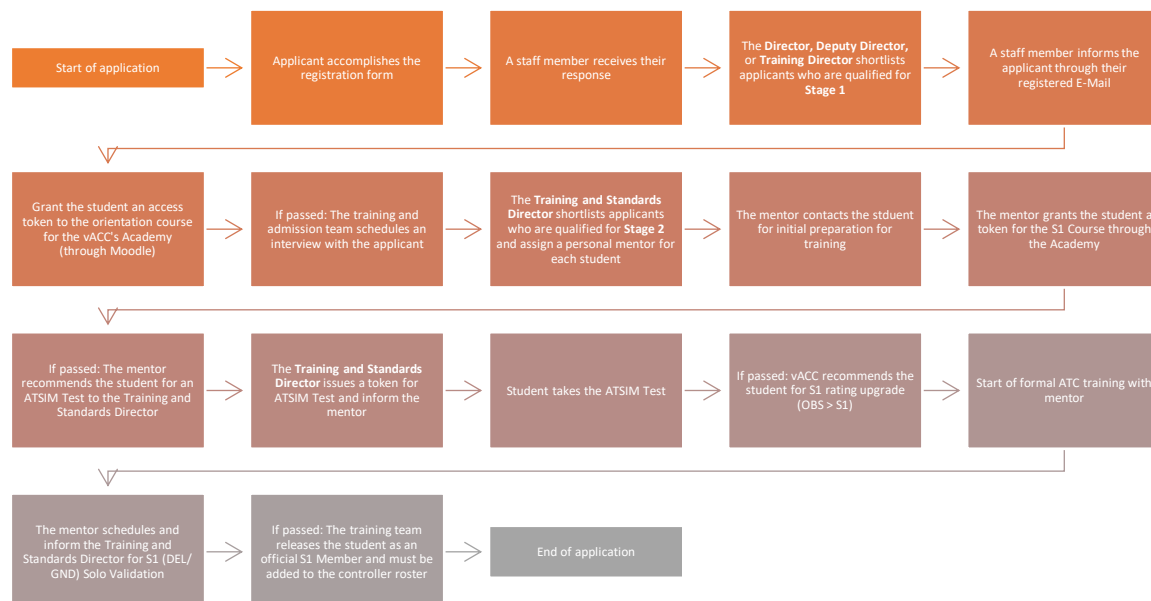
Every vACC member has the right to use the vACC's services as long as they comply with the current vACC and VATSIM standards. All online services supplied by the vACC, including ATC Training, are referred to as its **local services**. All members must show reciprocal concern and respect for one another. Every member must act in a way that prevents or discourages other vACC or VATSIM members from using vACC or VATSIM services. By utilizing the local services, each vACC member consents to the storage and processing of required personal data for the purposes of accessing vACC services.

Unless or otherwise, if the member wishes to rectify and erase their personal data, the local services set forth will not be able to access or use for which their information was sought. (Section 7, Clause 6)

The Control Restrictions and Guidelines (Section 4) of this policy govern a member's right to staff air traffic positions inside this region. If a member violates vACC or VATSIM rules, he or she may be barred from using all or some local services for up to one month by decision of the **Director** or **Deputy Director**. The vACC member who is affected by the decision has the right to appeal the decision.

3.4. Application Process

In place of the foregoing first clause of this section, states the starting procedures of the application towards becoming a member of this vACC. The applicants must go through each process ensuring that screening and local procedures are well achieved.



4. TRAINING

4.1. Position Restrictions by Rating

For Philippines vACC, ATC positions are **earned** by **satisfying requirements completely** per controller rating. It should also be noted here that controlling within the Philippines FIR shall be done through a top-down method based on the highest controller rating attained by the controller.

Rating	Facility Rated
I1 / I3	Delivery (DEL), Ground (GND), Tower (TWR), Approach (APP), Control (CTR), Flight Service Station (FSS)
C3	
C1	
S3	Delivery (DEL), Ground (GND), Tower (TWR), Approach (APP)
S2	Delivery (DEL), Ground (GND), Tower (TWR)
S1	Delivery (DEL), Ground (GND)
OBS	Observer (Subjected to screening)

4.1.1. Observer (OBS)

According to the VATSIM Code of Conduct, Observers in the VATSIM Network shall only observe and not communicate on any open text or voice frequency. Neither are they allowed to provide air traffic control services in any FIR. Before undergoing formal ATC training from the vACC mentor/s, each applicant shall be placed on an Observer (OBS) role before being cleared to come online as a Student 1 (S1).

4.1.2. Junior Student (S1)

Active controllers with this rating are only permitted to control Clearance Delivery (DEL) and Ground (GND) positions within **Manila-Ninoy Aquino International Airport (RPLL)** and no other airport within the Manila FIR.

This is the first step into controlling in VATSIM and it is in this stage where a controller builds a strong and solid foundation to prepare them to take up the Tower position.

The **Director, Deputy Director, or Training and Standards Director** may issue a temporary authorization to a member that allows them to control to any airports with the facility other than **RPLL**. However, on that clause, the staff must detail the date and facility that they should take in.

4.1.3. Student 2 (S2)

Active controllers with this rating are now ready to control all Tower (TWR), Ground (GND), and Delivery (DEL) positions within the Manila FIR. TWR controllers are responsible for all take-offs and landings and give instructions to effect proper sequencing and separation of aircraft for departure.

4.1.4. Senior Student (S3)

Active controllers with this rating are now classified as Senior Students (S3). S3 controllers control the Departures (DEP) and Approaches (APP) in a certain airport. They are responsible for controlling, separating, and sequencing arriving and departing aircraft within the Terminal Control Area (TMA).

4.1.5. Controller (C1)

Active controllers with this rating are now classified as En-Route Controllers (C1). C1 controllers are responsible for controlling traffic in control areas as well as upper control areas within the center's area of responsibility. The C1 controller's area of responsibility is generally a FIR or part of a FIR, which means ACCs would and should cover larger areas both horizontally and vertically.

4.2. Rating Promotion and Advancement

An active controller who has fully satisfied and completed all the necessary requirements to advance and change his rating may apply for promotion by sending a message to the **Training and Standards Director**.

The general requirements for each rating promotion are as follows:

1. OBS to S1

- a. Theory and Proficiency Requirements
 - i. Pass the orientation course, rating general course, and ATSIM Test. (Section 3)
- b. Activity Requirements
 - i. Must be cleared for DEL / GND Solo Validation

2. S1 to S2

- a. Theory and Proficiency Requirements
 - i. Pass the assigned ATSIM Test for S2 applicants on VATSIM
- b. Activity Requirements
 - i. Must actively control a minimum of at least 40 hours as _DEL or _GND in Manila (RPLL)
 - ii. Must control in at least two (2) vACC events as S1 and for which one event be accumulated within 30 days prior to the request of S2 training
 - iii. Must be cleared for TWR Solo Validation
 - iv. Must pass the S2 Controller Practical Test (CPT) within the given time frame

3. S2 to S3

- a. Theory and Proficiency Requirements
 - i. Pass the assigned ATSIM Test for S3 applicants on VATSIM
- b. Activity Requirements
 - i. Must actively control a minimum of at least 50 hours as _TWR in Manila (RPLL) or within any airports in Manila FIR.

- ii. Must control in at least two (2) vACC events as S2 and for which one event be accumulated within 30 days prior to the request of S3 training
- iii. Must be cleared for APP Solo Validation
- iv. Must pass the S3 Controller Practical Test (CPT) within the given time frame

4. S3 to C1

- a. Theory and Proficiency Requirements
 - i. Pass the assigned ATSIM Test for C1 applicants on VATSIM
- b. Activity Requirements
 - i. Must actively control a minimum of at least 70 hours as _APP in Manila (RPLL) or within any airports in Manila FIR.
 - ii. Must control in at least three (3) vACC events as S3 and for which one event be accumulated within 30 days prior to the request of C1 training
 - iii. Must be cleared for CTR Solo Validation
 - iv. Must pass the C1 Controller Practical Test (CPT) within the given time frame

4.3. Regulations and Standards

4.3.1.1. Training Mentor

Mentors will be appointed by the **Training and Standards Director**. Mentors shall have a minimum of **one** student and a maximum of **five**. Mentors are to update on the progress of their students. Mentors are not allowed to mentor students while in a solo position. They must use the highest rating-approved position available to them.

4.3.1.2. Instructors

Instructors are appointed by VATSEA and holds the Instructor 1 (I1) or Instructor 3 (I3) rating.

The I1/I3 rating shall only be awarded for the sole purpose to oversee training matters within a vACC and to conduct C1/C3 **Controller Practical Test (CPT)**s. This rating is only assigned if deemed necessary by the **Divisional Training Director** and is NOT a permanent rating.

4.3.1.3. Examiners

All instructors are approved examiners by rating. Examiners for Philippine vACC must be approved by the **Division** and be compliant to **Section 4** of the **VATSEA Division Rating Requirements Policy**.

4.4. Regulations

4.4.1. Syllabus

The vACC's training program and road map shall follow the latest and approved Philippines vACC's Training Syllabus. The syllabus outlines the proficiency and knowledge needed for each evaluation, progression, certification, and rating of its member.

4.4.2. Expectation

1. Both the mentor and student are expected to maintain professionalism in the means of being respectful and courteous, in line with the **Code of Conduct**, throughout the entire duration of the training session.
 - a. In the case wherein either the mentor or student violates the vACC and VATSIM Code of Conduct, the respective member may choose to **discontinue** with the training session and immediately reach out to the **Training and Standards Director** or **Deputy Director** to explain the scenario that escalated.
2. Both the mentor and student are expected to follow the training flow as outlined in the syllabus.
3. The student is expected to study the syllabus and do his/her own research before the training session and prepare questions beforehand.
4. Both mentor and student should commit at least 2 hours per training session.

4.4.3. Requests

1. A student must be a part of the vACC's roster, whether as a home or visiting controller, to be able to request for training.
2. Training requests shall be submitted through the vACC's **Training Session Request Form** 24 hours prior to requested training time slot.
 - a. The student must wait for a confirmation message regarding the status and details of their training session that will be sent through the approved communication platforms at least 12 hours before their scheduled training session.
 - b. Training requests may be created within the 24-hour time frame but a reply will not be guaranteed.

4.4.4. Terms and Conditions

1. In the case where either the student or mentor suddenly cannot attend the scheduled training session with the other, he/she must coordinate with the latter and inform the **Training and Standards Director** of the postponement and possible reschedules.
2. In the case where either the student or mentor will be late to the scheduled training session, he/she must inform the other at least 10 minutes prior to the scheduled training session.

3. Should a student not show up to his/her scheduled training session without prior coordination with the mentor, he/she will be suspended from training for 6 months if not provided with a valid reason to consider otherwise.

5. CONTROLLER RETENTION

5.1. Activity Requirements

Resident controllers must control a **minimum of ten (10) hours per quarter (3 months)** and Visiting controllers must control a **minimum of three (3) hours each quarter (3 months)**. Members who have **been inactive for three months** or more after being assigned or transferred to a facility will be placed on **the inactive controller roster**.

If these members want to be included in the active controller list, they must notify the **Director, Deputy Director, or Training and Standards Director**.

Inactive vACC members **will be removed from the roster** and their membership with vACC will be **canceled** without notice if they have been inactive for **more than two quarters (6 months)**. Members who are unable to be contacted at the email address on file with VATSIM, will also be subjected to retraction of their membership as prescribed above.

Controller	Minimum Hours (Quarter)	Remarks
Home Controller	≥ 10 hours	The controller will be put to the inactive controller roster, should they fail to satisfy the requirements set forth
Visiting Controller	≥ 3 hours	

5.2. Letter of Absence (LoA)

Members who have contacted the **Director, Deputy Director, or Training and Standards Director** about requesting a leave of absence will be excused from the aforementioned regulations for the duration of their requested leave, with the consent of the said personnel.

If the leave of absence needs to be extended, the member must approach the **Training and Standards Director** at the end of the leave time.

Before returning to active duty, members who have been gone for more than six (6) months must complete a familiarization course and recertification sessions with an approved mentor or instructor assigned by the **Training and Standards Director**.

6. TRANSFER AND VISITING POLICY

6.1. Activity Requirements

Controllers desiring to transfer into or out of Philippines vACC must notify the **Director** in writing. The request for transfer should contain a brief explanation of the **reason for the transfer**, the **present vACC** (for incoming controllers), and the **target vACC** for transfer (for outgoing vACC members).

The **Director** or **Deputy Director** has seven (7) days to consider the transfer request.

If the mentioned staff member deems that the request for transfer should be allowed, he should proceed with the move with sufficient notification to the staff involved. With the assistance of the **Training and Standards Director**, an update to the vACC's roster will be made as needed.

The request can be denied with prior notice due to the following reasons:

- The member has a record of violation to local guidelines and/or VATSIM Code of Conduct regulations.
- The member was subjected to a penalty by a competent authority (within the executive or local) and/or involved in any acts of moral turpitude against any member of the organization.
- The member was a former vACC Member that was kicked due to unlawful violation to acts and or sentenced with a retribution by the Director or Deputy Director.
- The member was a former vACC Member that was dropped out due to inactivity.

VATSIM and Divisional Transfer and Visiting Controller's Policy should also be satisfied on top of the given local guidelines.

6.2. Visiting Controller Policy

Controllers from other regions or vACCs are welcome to join the facility to control or man any positions within the airspace. However, the admission must adhere to the given restrictions below:

The applicant for visiting controller shall not have any records linking to immoral acts inside the network for at least **six (6)** months for which he/she has wished to join or has a withstanding penalty due to the violation of local or executive guidelines. Moreover, the controller shall not be involved in any major disciplinary actions bonded by the local and/or the **Code of Conduct (COC)**, this may include:

- Suspended by the VATSIM Network for 2 weeks or more.
- Banned or Kicked from the division and/or FIR.
- More than 3 recorded misconduct resolutions submitted within one (1) year period.

Requests for visiting controllers shall be made through the vACC's valid submission platforms and must have an attached recommendation letter sent by an authoritative

staff from the residing vACC. The application will be deliberated by the vACC's **Director**, **Deputy Director**, and/or **Training and Standards Director** for not more than **ten (10)** days from when it was submitted. The application can be denied without further reasons, but must be notified through the given contact details.

The controller must hold a rating of **Senior Student (S3)** or above.

Controllers who have been granted Visiting Rights must follow the **Control Restrictions and Guidelines** (Section 4, Clause 1) set forth in this document, as well as the vACC **Standard Operating Procedures (SOP)**. Authorized visiting controllers must meet the same activity conditions as those mentioned in Section 5.1 ("Activity Requirements"), otherwise, the visiting controller will be marked inactive.

Inactive visiting controllers who wish to join the vACC once again shall take the same process of application and shall not be exempted from doing so.

The **Training and Standards Director** and/or authorized mentor conducts a practical assessment and certification for all visiting controllers to ensure they are familiar with facility procedures for the position they choose to control.

7. DATA PROTECTION POLICY

7.1. General Statement

This **Data Protection (and Privacy) Policy** describes the policies of the Philippines vACC ("the vACC") on the collection, use, and disclosure of your information that we collect when you use our website (<https://vatphil.com>). By accessing or using the site, you are consenting to the collection, use and disclosure of your information in accordance with this policy. If you do not consent to the same, please do not access or use the site.

7.2. Purpose of the Document

We gather data via the **VATSIM API** system to deliver services to users of the vACC's online platforms, such as the **Moodle Training System**. This policy describes the information gathered, how it is used, and how a user can obtain the data gathered. This policy, which sits alongside **VATSEA** ("the Division") and **VATSIM** rules and regulations, also applies to other services utilized by the vACC, such as with the **VATSEA HQ**. This policy attempts to comply with the **General Data Protection Regulations** of the European Union, and it extends to all users of our systems and other services, regardless of whether they live in different regions.

7.3. Information We Collect

7.3.1. Personal Identifiable Information

We may collect personal identifiable information about users whenever they interact with our site. The following information may also be shared publicly:

- VATSIM CERT Identification Number (CID)
- Your registered name
- Your VATSIM achievements and ratings
- Your VATSIM associated email address
- Your VATSIM region and division associations

7.3.2. Non-Personal Identifiable Information

We may collect non-personal identifiable information about users whenever they interact with our site. This may include, but not limited to the following:

- Your Operating System (OS)
- Your Browser Version
- Your Internet Service Provider and other similar information

All users of our site are tracked using a third-party analytics service; **Google Analytics**. Their policies can be found [here](#) and are applicable to all visitors to our services. Users of our Site should be aware that the data collected by Google may be personally identifiable.

7.4. How We Use Your Information

The vACC collects information from you in order to deliver efficient services inside the system. Your information is used to create a profile for you in our database and is used to help the vACC personalize your service as needed.

All data gathered by the vACC are confidential and are securely stored in the vACC's server. Information gathered thereof are rightfully used just for a specific purpose set forth by requirements of policy published.

Data will not be used for personal or outside aims without prior knowledge of authorities, holders, and owner.

7.5. How We Share Your Information

The information we collect may be shared, in limited capacities, with the following:

- Virtual Air Traffic Simulation Network (www.vatsim.net)
- VATSIM South East Asia (www.vat-sea.com)
- Google Analytics (www.analytics.google.com)

We do not sell personal data nor do we permit it to be used for reasons other than those for which it was originally provided.

7.6. Your Rights

You have the right to **access**, **rectify** or **erase** your personal data, **restrict** or **object** to the active processing of your data, withdraw any consent you provided to us to process your data. To exercise these rights, you can write to us at privacy@vatphil.com.

Do note that if you do not allow us to collect or process the required personal information or withdraw the consent to process the same for the required purposes, you may not be able to access or use the services for which your information was sought.

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PHILIPPINE TARSIER
Carlito syrichta

