

Principal World Travel Limited – Privacy Policy

Our Privacy Policy is written in accordance with the General Data Protection Regulations coming into force on 25th May 2018.

Personal data means information that identifies a particular individual such as name, postal address, email address or phone number. Where other information, such as product preferences, is associated with personal information, this also becomes personal data.

1. Use of Personal Data by Principal World Travel Limited (“PWT”)

At PWT, we hold data on individuals and their employers for the purpose of booking travel and ancillary arrangements in accordance with their instructions.

PWT does not “process” this data for marketing or other purposes, nor do we provide it to any third party processor(s).

We only use data in the way you might expect; for example, booking on your behalf:

- a. Flights, ferries, trains or other means of transportation;
- b. Hotels or other types of accommodation;
- c. Transfers and car hire;
- d. Vehicle parking.

PWT may sometimes use information held or known about you to offer you travel or ancillary products and services which may be of interest to you. If you do not want us to use your personal data in this way, please advise a member of our Team.

2. Source of Data

We may receive the data we hold on you from:

- a. You or those booking on your behalf;
- b. Your employer.

3. To Whom We May Pass Data

We may pass data to third party providers of products and services for the sole purpose of fulfilling your travel requirements. These providers may be either within or outside the European Union. For example details of your:

- a. Name, address, email address, telephone number(s);
- b. Vehicle registration number;
- c. Passport or EU National ID card;
- d. Driving licence;
- e. Relevant travel arrangements;
- f. Medical conditions or special needs

may be passed to any or all of:

- a. Airlines and operators of other means of transportation services;
- b. Providers of accommodation and other ground arrangements.
- c. Tour operators;
- d. Travel booking systems, e.g. Galileo.

In addition, your payment card details may be passed to a card payment facilitator, e.g. Worldpay.

The GDPR apply to businesses operating from within and into the European Union. PWT has no jurisdiction on the monitoring of, or adherence to the GDPR by those businesses.

4. Security

We take reasonable efforts to keep your personal data secure and prevent its loss, misuse, or alteration without your express consent. Your personal data are stored securely on our online booking system and staff are trained in handling the data securely.

We will only keep and information about an individual for as long as is necessary in providing our products and services or for compliance with a legal or regulatory obligation. This means, we will only keep, information that is necessary to keep so that we can sufficiently deal with administrative issues, queries, claims and or for compliance with legal reasons; usually we will keep information for a minimum retention period of 7 years and or maximum period of 10 years, after our relationship ends.

Selected third party websites are accessible through our website. PWT has no control over, or input to, the data protection of these or any other websites and this Privacy Policy does not apply to them.

5. Miscellaneous

“Your” personal data, for the purposes of this policy, may include those of your children, if relevant to the booking.

6. Rights

You have the right to ask us:

- a. for details of the personal data we hold on you and for what purpose(s) we use it, for which we may charge an administration fee;
- b. to restrict our use of your personal data;
- c. to rectify any inaccurate personal data we hold about you;
- d. to erase your personal data;
- e. to provide you with a copy of your personal data in electronic form so it can be passed to other businesses.

Your request should be sent to:

The Data Protection Officer, Principal World Travel Limited, 51 North Acre, Longparish SP11 6QD.

You also have the right to lodge a complaint with the Information Commissioner’s Office. For further information on this and all matters pertaining to the GDPR, visit their website at www.ico.org.uk. You can also call them on 0303 123 1113.