

## **ABBREVIATED PRIVACY POLICY** **A QUICK GUIDE TO HOW WE PROCESS YOUR DATA**

### **OUR COMMITMENT TO YOU**

Travel Class Limited (Trading as JCA) is part of the Travelopia group of companies (<https://www.travelopia.com/>). Here at Travel Class Ltd we understand the concerns about how data may be stored, sent and used by companies. We are committed to complying with all data protection laws and want you to feel confident in the measures we are taking to uphold your data privacy rights.

This quick guide provides a brief summary of our data practices but you can always find out more detailed information in our full privacy policy on our website.

### **WHAT INFORMATION MIGHT WE COLLECT FROM YOU?**

The information we collect depends upon how you are interacting with us. For example, if you're making a booking with us, we are likely to ask for more information than if you're only requesting a brochure. Depending upon the circumstances, we might need to collect the following information about you and those travelling on your booking: personal details such as name, address, e-mail address, date of birth, telephone number, payment details, details of identification documents, health details and travel preferences. For more details, please see our full privacy policy on our website.

Where we need to collect personal data by law or under the terms of a contract we have with you and you fail to provide that data when requested, we might not be able to provide you with your booking.

### **WHEN DO WE SHARE YOUR PERSONAL DATA?**

In order to provide you with your booking you have requested (such as Ski trips, Educational trips, or other packages, flights or tickets) we may need to share your personal information with third parties such as airlines, tour operators, transport companies, excursion providers, airport authorities, insurance companies, car hire companies, ground handling agencies, cruise companies, airlines, hotels, airports and other suppliers we work with in connection with your business. We do not pass your information to other parties for marketing purposes.

### **WHAT ARE OUR MARKETING PRACTICES?**

We would like to keep you up to date with latest offers, partnerships, sales, promotions, competitions from Travel Class Limited or those of other Travelopia companies in our group providing similar products.

However, we will only do so if you have signed up to receive these marketing communications from us or made a booking and you have not told us that you do not want to hear from us. You can opt-out of marketing at any time by clicking on the 'unsubscribe' link included in all of our e-mails or by contacting us.

### **WHAT PERSONAL DATA RIGHTS DO YOU HAVE?**

You have a range of legal rights over your data. You can find out more in our full privacy policy.

### **HOW CAN CONTACT US ABOUT YOUR DATA PRIVACY?**

We have appointed a data privacy manager who can assist with queries you have in relation to our data practices. If you have questions, please contact the data privacy manager using the details set out below.

Data Privacy Manager  
Olivier House, 18 Marine Parade, Brighton BN2 1TL

This privacy notice version was last updated on 10<sup>th</sup> May 2018.