

# **TRAVEL WRIGHT PRIVACY POLICY/FAIR PROCESSING NOTICE**

We are Travel Wright Ltd (Company Registration Number 4908277) and our address is Brunel Business Park, Jessop Close, Newark, Nottinghamshire, NG24 2AG.

This **Privacy Policy** explains how and why Travel Wright use/share your personal data and why/when we pass on some of your details to third parties.

The personal data we collect from you is usually because you have either booked a day excursion or holiday with us, requested a brochure because you are thinking of doing so or you may have hired a coach from us or requested a quote.

The data we hold may include:-

Your name

Your address and Postcode

Your email address

Your home telephone number

Your mobile number

Your date of birth

Your next of kin details (for emergencies only)

Your passport number (for cruises/foreign tours)

Your dietary and rooming requirements (including disabled room, taking a walker/wheelchair)

We do not hold any data regarding ethnicity, political, religious preferences or medical conditions.

We only retain your personal data as long as necessary and remove passengers details who have not booked with us after a period of 3 years.

The data we hold may be in electronic or paper form but in either case it will be kept securely in compliance with the GDPR regulations. Please note **we do not** hold records of your credit/debit cards (full numbers/expiry dates or security codes) in any format following any transaction.

We will only contact you as an existing customer prior to 25<sup>th</sup> May 2018 and with your expressed permission thereafter by post and occasionally email to advise of new trips/special promotions and of course to post our holiday/day excursion brochures to you.

We will never phone you with promotional or marketing calls.

We may have to pass some of your data on to third parties such as hotels, ferry companies, insurance companies or other members of our staff (i.e. our drivers on private hire bookings or holiday/day excursion bookings). Often this is just your name, less frequently, this may include your address, telephone number, date of birth but only if absolutely necessary. Your personal data is only transferred out of the UK on the few occasions we operate tours abroad OR when sending information to our agents when booking a cruise. You always have the right to ask what personal data Travel Wright hold about you and/to update data which is out of date (e.g new address/telephone number).

If at any time you require us to remove/delete the personal data we hold for you please contact us either by email at [info@travelwright.co.uk](mailto:info@travelwright.co.uk) by post or by telephoning 01636 703813.