



## PRIVACY POLICY

We, at CeeJay Travel Ltd (CeeJay Travel), are committed to protecting and respecting your privacy and this policy is in compliance with General Data Protection Regulation (GDPR) requirements.

This Policy applies to all our clients, suppliers, employees, contractors and third parties or partners.

This policy explains:

1. Why CeeJay Travel collects your Data?
2. What Data CeeJay Travel may need to collect?
3. How does CeeJay Travel use your data?
4. Where we store your personal data?
5. Your rights regarding your data?
6. How to contact us
7. Changes in our privacy policy

### 1. Why CeeJay Travel collects your Data?

When you contact CeeJay Travel to enquire or make arrangements for your travel (flights, hotel, car hire bookings, etc.) , or you apply for a job with us, or you are a service provider (such as airlines, hotels, car hire firms) we may have to request some information to enable us to help you process your query.

### 2. What Data CeeJay Travel may need to collect?

In order to proceed with your enquiry we may need to collect and store some personal and sensitive information such as (but not exclusively):

1. Your name
2. The destination and the dates you wish to travel and any personal preferences/travel patterns
3. Your budget for the booking(s)
4. Your date of birth and of those on whose behalf you are calling us
5. Date of birth (adults and children)
6. Postal address, email address, contact phone numbers
7. Copies of passports and/or other documents if necessary
8. Any dietary requirements
9. Financial and Payment information
10. Race/Ethnic origin
11. Current and Former employee details

### 3. Children's Data

CeeJay Travel will only process and store children's details where it is required for legitimate purposes such as for booking purposes of flights and accommodation.

From time to time we also provide opportunities to young people above the age of 14 to have work experience in our business and we have a legal duty to collect some personal information to comply with our legal duties in areas such as Health and Safety; this may involve collecting and processing details of their next of kin.

Updated: March 2024

London, United Kingdom

T +44 (0)2087953848 / (0)7953629629 sales@ceejaytravel.co.uk

[www.ceejaytravel.co.uk](http://www.ceejaytravel.co.uk)



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### 4. How does CeeJay Travel use your data?

CeeJay Travel will use the data for the purpose it was collected and to help us serve our clients and suppliers. We will only share your information for the purpose it was collected or as required by law.

Your data may need to be shared with third parties such as to allow us to process your travel needs, accommodation needs and payments. From time to time we may decide to send you offers and information we think may be of interest to you and we will only do so with your consent. You may withdraw your consent at any time. Very rarely we may need to share your information with third parties where we are unable to obtain your consent and we deem it is of vital interest for us to do so.

CeeJay Travel, like all organisations, has a legal obligation to share data we collect for prospective employees or present and past employees to comply with employment law and for the purposes such as processing salaries, health and safety matters and taxation matters.

### 5. Where we store your personal data?

The data that we collect from you is stored within the European Economic Area (EEA). However, it may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. By submitting your personal data, you agree to this transfer, storing and processing. We will take steps reasonably necessary to ensure your data is treated securely and in accordance with this privacy policy.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to us; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try and prevent unauthorised access.

### 6. What are your rights under this policy?

Under this policy and in compliance with GDPR principles the individuals whose data we hold have the following rights:

1. The right to be informed
2. The right to rectification
3. The right to restrict processing
4. The right of access
5. The right of data portability
6. The right of erasure
7. The right to object
8. The right in relation to automated decision making and profiling

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### **7. How to contact us**

If you have any queries regarding this policy or any of the data we hold about you please contact us at [sales@ceejaytravel.co.uk](mailto:sales@ceejaytravel.co.uk) or by post to: CeeJay Travel Ltd (05037037).

### **8. Changes to our privacy policy**

We may update our privacy policy from time to time as necessary, Any changes we may make to our privacy policy in the future will be posted on our website [www.ceejaytravel.co.uk](http://www.ceejaytravel.co.uk) and where appropriate, notified to you by e-mail.

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