

DATA PROTECTION

FYLDE TRAVEL SERVICES LIMITED

Your booking

In order to process your booking and to ensure that your travel arrangements run smoothly

and meet your requirements we need to use the information you provide such as name, address, any special needs/dietary requirements etc.

We take full responsibility for ensuring that proper security measures are in place to protect your information. We must pass the information on to the relevant suppliers of your travel arrangements such as your tour operator, airlines, hotels, transport companies

etc. The information may also be provided to security or credit checking companies, public

authorities such as customs/immigration if required by them, or as required by law.

Additionally, where your holiday is outside the European Economic Area (EEA), controls on data protection in your destination may not be as strong as the legal requirements in this country. We will not however, pass any information onto any person not responsible for part of your travel arrangements. This applies to any sensitive information that you give to us such as details of any disabilities, or dietary/religious requirements. **(If we cannot pass this information to the relevant suppliers, whether in the EEA or not, we cannot provide your booking. In making this booking, you consent to this information being passed on to the relevant persons.)**

Usually your tour operator or other principal will pass this information onto their suppliers

once we have provided it to them. The tour operator or other principal's use of your information is subject to their policy, both in respect of your booking and any future marketing, and is their responsibility. Please ask either us or them for a copy of this if you

would like to see it.

Your data controller is: Fylde Travel Services Limited

You are entitled to a copy of your information held by us. If you would like to see this please ask us. [We may make a small charge for providing this to you].

Marketing

We will hold your information, where collected by us, and may use it to inform you of offers in the future. If you do not wish to receive such approaches in the future, please tick this box.

We may also provide your details to selected third parties for similar purposes. If you do not wish to receive such approaches in the future, please tick this box.

Statement for booking form, checklist or website: "I have understood and consent to the terms set out in the data protection policy." Please tick this box

Data Protection/February 2008

DATA PROTECTION TOUR OPERATORS

Your booking

In order to process your booking and to ensure that your travel arrangements run smoothly

and meet your requirements we *[and your travel agent] need to use the information you provide such as name, address, any special needs/dietary requirements etc.

We take full responsibility for ensuring that proper security measures are in place to protect your information. We must pass the information on to the relevant suppliers of your travel arrangements such as airlines, hotels, transport companies etc. The information may also be provided to security or credit checking companies, public authorities such as customs/immigration if required by them, or as required by law. Additionally, where your holiday is outside the European Economic Area (EEA), controls on data protection in your destination may not be as strong as the legal requirements in this country. We will not however, pass any information onto any person not responsible for part of your travel arrangements. This applies to any sensitive information that you give to us such as details of any disabilities, or dietary/religious requirements. **(If we cannot pass this information to the relevant suppliers, whether in the EEA or not, we cannot provide your booking. In making this booking, you consent to this information being passed on to the relevant persons.)**

**[optional paragraph: Please note that where information is also held by your travel agent,

this is subject to your agents own data protection policy.]

Your data controller is: *[insert the name of business or individual]*

You are entitled to a copy of your information held by us. If you would like to see this please contact [the data controller named above] [us]

[We may make a small charge for providing this to you].

Marketing:

**[optional paragraph: we will not use your information for any purpose other than carrying out your booking.]

**[optional paragraph: we will hold your information, where collected by us, and may use it

to inform you of offers in the future or to send you brochures. If you do not wish to receive

such approaches in the future, please tick this box

**[optional paragraph: We may also provide your details to selected third parties for similar

purposes. If you do not wish to receive such approaches in the future, please tick this box

* Delete as appropriate

Statement for booking form, checklist or website:

"I have understood and consent to the terms set out in the data protection policy."

Please

tick this box

Data Protection/February 2008

DATA PROTECTION TELESALERS

1. Staff at point of sale should be informed of the requirements of the Data Protection Act

1998 and be able to answer basic questions relating to the data protection policy of the business. In this respect, staff should have received a copy of this policy.

2. Staff at point of sale should be able to deal with requests for access to data and to pass them onto the correct individual within the organisation or to inform the consumer

of the requirements necessary in order to obtain copies of the information held about them.

3. Before a booking is completed, staff should provide basic details regarding data protection to the client and a suggested wording is set out below:-

We take full responsibility for ensuring that proper security measures are in place to protect your information. When you make a booking, you consent to all the information you provide to being passed on to your suppliers, wherever they may be based.

Details of our data protection policy will be sent out with our documentation. Please read this carefully.