



GDPR Factsheet:

Who we are: We are World Travel Centre Ltd. Trading as Selective Travel Management & WTC at the registered offices below:

GDPR Policy: Our detailed data protection policy is available from our GDPR homepage: <http://www.worldtravelcentregroup.com/gdpr/>

This document is a simple summary of why & how we process personal data as outlined in the FAQs below:

Do we hold personal data?

Yes, we receive personal data from data subjects to enable us to book travel transactions on their behalf.

What type of personal data do we hold?

Typically, we store Full Passport Name, email address & mobile number. We may also hold details such as date of birth, photo ID details (passport or driving licence), postal address, land line numbers and airline or hotel reward scheme details.

The following table outlines where and why data may be transferred to third parties.

Data Sharing	WTC Group	Third Party
Sensitive Data	No	No
Marketing Purposes	Yes	No
EU Travel Purposes	Yes	Yes. Only where we are required to do so to complete a travel request such as when requested by airlines, hotels, and car hire companies or for visa purposes i.e. only where it is necessary to enable the data subject to avail of the travel service booked.
Non EU Travel Purposes	Yes	Yes. Only to a verified travel supplier or service provider who may be situated outside the EEA and only for the expressed purpose of enabling a travel transaction. For example, non-EU airlines or US government for APIS purposes.
Other Purposes	Yes. Only where the data subject has submitted the data to us and consents to its retention for future use.	No



Do we hold sensitive data?

No. We don't need it to fulfil our commercial obligations.

Do we share data with third parties?

Yes, but only where we are required to do so to complete a travel request such as when required by airlines, hotels, car hire companies or for visa purposes. i.e. only where it is necessary to enable the data subject to avail of the travel service booked.

Do we transfer data out of the EEA?

Yes, but only to a verified travel supplier or service provider who may be situated outside the EEA and only for the expressed purpose of enabling a travel transaction. For example, non-EU airlines or US government for APIS purposes.

Do we store data for other processing?

We may, but only where the data subject has submitted the data to us and consents to its retention for future use.

Do we share data with other third parties for marketing or other purposes?

No, never. We protect it against unauthorised disclosure or processing.

How long do we retain data?

Data can be retained for a little as 48 hours and up to 3-5 years depending on the nature of the data and individual circumstances. Our data retention policies are set out in detail in our data protection policy including the commercial & legal rationale.

In each case we have carefully considered the best interests of our clients, both individuals and corporate.

Do we use data for marketing purposes?

We do not use contact details of corporate clients for any marketing or promotional activity. We may send relevant travel related material to our clients as part of our travel management obligations.

We occasionally contact our leisure department customers through SMS / email with offers related to travel services they have purchased from us in the past.

All such contacts contain simple and immediate opt-out options.



What about consent?

When we process your personal data as submitted by or on your behalf on the basis of your consent, you are free to withdraw that consent at any time. You can withdraw your consent by contacting us using the contact details at the bottom of this notice.

Please note that if you withdraw your consent we may not be able to continue providing you with the service to which the consent related.

Rights under GDPR of our data subjects:

You have various rights under data protection law, subject to certain exemptions, in connection with our processing of your personal data:

- **Right to access the data** - You have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data.
- **Right to rectification** – You have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete.
- **Right to erasure** – You have the right to request us to delete personal data that we hold about you. This is sometimes referred to as the right to be forgotten.
- **Right to restriction of processing or to object to processing** – You have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes.
- **Right to data portability** – You have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine readable format.

In order to exercise any of the above rights, please contact us using the details below.

Questions:

If you have any queries in connection with our processing of personal data, you can get in touch with us using the following contact details:

compliance@worldtravelcentregroup.com