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## **TERRA TRAVEL PRIVACY POLICY**

Terra Travel is committed to protecting and respecting your privacy. This notice will set out how we will use any personal data that we hold about you.

### **The Information We Might Hold About You**

Depending on the reason you contacted us or we have contacted you (this may have been by phone, email, via our website or Facebook platforms or in person) we may hold the following information:-

Name

Gender

Date of Birth & Nationality

Contact details (including email address, phone number, home address, Facebook contact  
Passport details)

Payment methods (held only on a temporary basis)

### **How We Received Your Information**

The information has been received directly from yourself or someone else connected with your booking (given with your consent). We only request information and use information that is relevant to the services we provide and which we have been asked to carry out on your behalf.

### **How/Why We Use Your Information**

We will only use information provided to us to complete travel or travel related services on your behalf:

- a) always with your consent
- b) never to unconnected 3<sup>rd</sup> parties
- c) when required by a 3<sup>rd</sup> party connected with your travel arrangements.

The information is used by us to process travel or travel related arrangements as instructed by you or by someone involved with your booking.

### **Who We Share Your Information With**

We will not share your information with any other company for marketing reasons.

Your email address may be shared with our own marketing partners – only when you have asked us to do so.

We may share your information with companies directly related with your travel arrangements.