# Adventure Travel

## **Privacy Policy**

New Adventure Travel Limited respects your privacy and is committed to protecting your personal information that you provide to us. This statement explains our policies and practices regarding the use and disclosure of your personal information by New Adventure Travel Limited. Please note that, New Adventure Travel Limited reviews and updates this Privacy Policy from time to time as needed without notice. Therefore, you should review the terms of this policy periodically to make sure that you are aware of how we collects and use personal information. By using our web site, you give your explicit consent to the collection and use of your personal information by New Adventure Travel Limited as explained below.

## PERSONAL INFORMATION

You have control over your personal information. In general, you can visit our web site without providing us with any personal information. However, there are instances where we must have your personal information in order for us to grant you access to our protected and secured sites. This information may include registration data (your name, address, email address, phone number, title, etc.), information request data and response data ("User Information"). When you receive a confirmation email from us, or when you receive any newsletter email from our newsletter campaign list server, you will be given instructions on how to remove yourself from the newsletter list(s) whenever you want.. If you wish us to remove all of your personal information from our database, please write to us at our address below. We may ask for identification from you before we delete any data. We may also for the purpose of order management, be unable to delete any purchase history of orders made by you from our website, and we need to retain certain information to be able to audit our order records etc.

## USE OF INFORMATION

We intend to use such information for the purposes of supporting you and if applicable your employers relationship with New Adventure Travel Limited. that is suitable to your needs, and which alerts you to new product and service offerings as they become available. This User Information may be retained by ourselves to verify compliance with the agreement between New Adventure Travel Limited and you or your employer, to keep track of the domains from which people visit us, to create a user profile to better serve you and your employer, or to simply contact you either electronically or otherwise. If you decide that we should not use your personal User Information to contact you, please let us know, and we will not use that information for such purposes. We do not intentionally collect User Information from juveniles (under 16 years of age), and where this is brought to our attention, we will ordinarily delete it. young person is a customer. We do not collect personally identifiable information that relates to individual health, financial, sexual orientation, race or religious matters etc.

## DISCLOSURE OF USER INFORMATION

New Adventure Travel Limited does not sell, trade or transfer User Information to third parties. We do not store credit card details nor do we share customer details with any third parties. However, we may share User Information with our business partners for marketing, advertising or product/service offering purposes. For

example, we provide User Information to our service providers for direct emailing of our newsletters, online surveys or notifications on New Adventure Travel Limited offerings, to our viewers. We also disclose User Information if: we have your consent; we need to share it in order to provide you with the products and/or services you requested; we respond to a court order, or you violate our Terms of Use. We may also use your User Information for the purpose of conducting credit reference checks, either consumer or business. We are registered with the Information Commissioners Office (ICO) as a Data Protection compliant company.

## ACCURACY AND SECURITY

The accuracy and security of User Information is important to us Currently, you may review and request updates to your User Information retained by contacting New Adventure Travel Limited, either via the website where you can update your personal information by writing to us. If you contact us to correct your User Information, we will attempt to correct such inaccuracies in a timely manner. We reserve the right to request identification from you when you request a change in the personal data we may hold about you; we do this to protect your privacy and identity. We are concerned with the security of your User Information and is committed to taking more than reasonable steps to protect it from unauthorised access.

#### USER NAMES AND PASSWORDS

Access to certain content on our web site may be allowed under a written agreement between you or your employer and New Adventure Travel Limited and will require a username and/or password. In some cases, failure to provide personal information may prevent you from accessing our products.

#### COOKIES

New Adventure Travel Limited uses "Cookies" on this website <u>www.natgroup</u> .co.uk and its linked domain names, and you can view our Cookie Policy for more information. A Cookie is a small data file that a web site can transfer to a visitor's hard drive to keep records of the visits to such web site(s). A Cookie contains information such as your username and password that helps us recognise the pages you have visited and improve future visits, but the only personal information a cookie can contain is the information that you provide yourself. browser. However, access to some of our website pages are secure (shopping payment form etc) and will require the use of Cookies, which you must enable, to ensure that our system Cookies that get sent back to the originating server, will work correctly. However, you can still access most of the features on our website without accepting a Cookie.

#### EXTERNAL LINKS

New Adventure Travel Limited web site may provide links to other third party web sites. Even if the third party is affiliated with us through a business partnership or otherwise, we are not responsible for the privacy policies or practices or the content of such external links. Any links are provided to you for convenience purposes only and you access them at your own risk.

#### TERMS OF USE

Please also see our Terms of Use, which describes the restrictions, disclaimers, indemnification and limitation of liability governing the use of our entire web site: www.natgroup.co.uk

## HOW TO OPT OUT OF CORRESPONDENCE

Based on the information a user has provided, New Adventure Travel Limited send email correspondence to the user. Each correspondence will contain an easy means to opt out of further correspondence.

## GENERAL

If you have questions regarding our Privacy Statement, please contact New Adventure Travel Limited via our Contact Page or if you prefer you can write to us at the following address: New Adventure Travel Limited, NAT house. Coaster Place, Cardiff. CF10 4XZ

## DATA PROTECTION ACT 1998

New Adventure Travel Ltd, are a registered company with the Information Commissioners Office, and are licensed to handle personal data. We are compliant with the Data Protection Act 1998.

## STEVE DAVIES

Human Resources Manager

REV2/8/2019