



## **PRIVACY POLICY**

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This privacy policy sets out how IBTravelin uses and protects any information that you provide IBTravelin. IBTravelin is devoted to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when accessing your account information, you can be assured that such information will only be used in accordance with this privacy statement. IBTravelin has a firm policy of protecting the confidentiality and security of information that we collect from our Clients. We do not share your non-public personal information with unaffiliated third parties. Information is only shared with your consent except for the specific purposes below, in accordance with all applicable laws. Please read this policy carefully. It gives you important information about how we handle your personal information. IBTravelin reserves the right to change this policy at any time.

### **USE OF INFORMATION**

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We limit the collection and use of non-public personal information to the minimum we believe is necessary to deliver superior service to you. Services can include advising you about our Travel services and other travel related opportunities.

### **WHAT WE COLLECT**

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We obtain most non-public personal information directly from you or your agents, whether in person, by telephone or electronically. We may obtain the following information:

- First name, last name
- Contact information including home address, email address, business address
- Home telephone numbers and business telephone number
- \*Credit card payment information
- \*Passport and Country of citizenship

### **DISCLOSURE**

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We do not disclose any kind of non-public personal information about our clients or former clients to anyone, except when we believe it necessary for the conduct of our business, or where disclosure is required by law. Except in those specific, limited situations, without your consent, we will not make any disclosures of non-public personal information to other companies who may want to sell their products or services to you.

### **WHAT WE DO WITH THE INFORMATION WE GATHER**

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We require this information to understand your needs and provide you with better service, following reasons and in particular for:

- Internal record keeping
- We send email about travel opportunities using the email address which you have provided



- From time to time, we may also use your information to contact you for general account information and to inform you of our travel promotions. We may contact you by email, phone, fax or mail
- We may use the information to customize our website to provide better service to you