



Privacy Policy – The Travellab

The Travellab attaches great importance to the protection of your personal data. In this privacy policy, we aim to provide clear and transparent information about how we handle personal data. We do everything we can to safeguard your privacy and therefore handle personal data with care.

The Travellab complies with all applicable laws and regulations, including the General Data Protection Regulation (GDPR). This means that we will, at a minimum:

- Process your personal data in accordance with the purpose for which it was provided; these purposes and types of personal data involved are described in this privacy policy;
- Limit the processing of your personal data to only what is necessary for the stated purpose;
- Request your consent where it is required to process your personal data;
- Have taken appropriate technical and organisational measures to ensure the security of your personal data;
- Not share personal data with third parties, unless this is necessary for the purposes for which it was provided;
- Be aware of your rights regarding your personal data, inform you of them, and respect them.

Why do we need your personal data?

The Travellab is a business travel company engaged in organising (business) trips and providing related services. In order to carry out our services, we ask for your personal data.

What personal data do we collect?

To organise your trips as efficiently as possible, we ask you to complete a traveller profile. The information you provide is used to make your reservations. Profile information may include: name, title, date of birth, address, phone numbers, email addresses, credit card details, passport information, frequent flyer numbers, vehicle license plate, and personal preferences (such as seat or meal preferences).

If you choose not to complete a traveller profile, we will request the minimum personal data required to make each individual reservation. This request will be repeated for every new booking made during the course of our cooperation.

How do we process your information?

Reservations:

We use your personal data to make a reservation in the Amadeus or Travelport booking systems. Once we receive your completed traveller profile form, your personal data is stored securely in the Umbrella system. This allows us to link your profile to future reservations, so that you do not need to provide the same information repeatedly.

When a reservation is made, a PNR (Passenger Name Record) is created. Depending on your destination, this PNR may include different types of personal data. For example, reservations to countries such as the United States, the United Kingdom, and China require passport information, whereas other destinations may not.

To make reservations, The Travellab is required to share your personal information with various suppliers (e.g., airlines, hotels, car rental companies, and emergency services).

Due to the global nature of our services, your personal data may, out of necessity, be transferred to organisations outside of Europe, such as foreign governments. If you do not consent to this, traveling to these destinations will not be possible.

Management information:

In consultation with the client (the paying party), management reports may be provided. These reports may include data such as travel expenses per destination, per supplier, etc. and may contain personal data.

Sharing personal data at the client's request:

In consultation with the client, PNR data may be shared with third parties, for example, for the use of emergency traveller tracking services. This may involve the transfer of personal data to other countries.

Disclosure to government authorities:

In certain cases, The Travellab may be legally required to share personal data with government or law enforcement agencies.

What are your rights?

You have the right to request access to the personal data we have stored in your traveller profile. If desired, we can correct or delete this information for you.

As The Travellab, we are responsible for the processing of your personal data. If, after reading this privacy policy (or in general) you have questions or wish to contact us, please reach out via **info@thetravellab.nl** or call us at **085-0210319**.