



GLOBAL  
BUSINESS TRAVEL

## Privacy Statement

New Concept Travel (Concept Consult & Prospect SRL), recognizes the importance of protecting the privacy of personal information about travelers that we process in and store in our systems. This Privacy Statement describes the personal information that we collect, and how that information may be used or disclosed by us, and how to correct or change it. Please note that we may update and amend this Privacy Statement from time to time.

New Concept Travel (Concept Consult & Prospect SRL) is registered as a personal data operator, authorization number 8355/2008, and it processes the personal data in accordance with the demands of Law 677/2001.

### Information we Collect

New Concept Travel (Concept Consult & Prospect SRL) obtains personal information when an individual traveler or a travel arranger submits data to us. Personal information that we obtain generally includes: name, date of birth, gender, postal address, e-mail address, telephone number, credit card and payment information, travel and accommodation details, passport information, and special travel requests, such as a request for a wheelchair or a special meal.

### Use of Information

We use personal information to process travel bookings, to provide travel arrangers with access to travel information, to make and change travel reservations, to perform billing and accounting functions related to the travel, to perform internal business processes (such as testing and quality assurance), to perform and provide reporting functions for travel arrangers, and to issue tickets and other travel-related documents on behalf of travelers.

We may combine personal information with information we have previously collected or with information from third parties in order to provide a better experience and improve the quality of our services.

The personal information we process may be passed to other countries whether or not those countries have different data security protections than those of an individual traveler's home country. By providing personal information to us, an individual traveler, or a travel arranger on an individual traveler's behalf, agrees that the information may be transferred and stored as described.

### Disclosure of Information

We disclose personal information to travel suppliers and travel arrangers, as well as to processors that act on their behalf, to carry out the activities described above and to help perform the underlying contracts with travel arrangers.

New Concept Travel, 4 Gh. Bulugea St, Bucharest, Romania

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## GLOBAL BUSINESS TRAVEL

We may also disclose personal information to vendors that perform functions on our behalf, including suppliers of software development services, business processing service providers, and computer maintenance providers. We require that these vendors agree to process such information based on our instructions and in compliance with this Privacy Statement and any other appropriate confidentiality and security measures.

We may also process and disclose personal information as required by law or regulation; when requested by government or law enforcement authorities; for credit card processing, authentication, and fraud prevention; or as otherwise required or permitted by law.

We do not sell personal information for purposes of allowing third parties to conduct direct marketing for their own products or services.

### **Non-Identifiable Data**

New Concept Travel (Concept Consult & Prospect SRL) analyzes, uses, discloses, and otherwise processes statistical and other aggregate benchmark data in non-personally identifiable (i.e. de-personalized) form that New Concept Travel (Concept Consult & Prospect SRL) obtains or generates in connection with its business. This data may be provided to travel suppliers and/or travel arrangers for their marketing, tracking and related business purposes. This data is used to identify trends and other activities in the travel industry.

### **Security and Integrity**

New Concept Travel (Concept Consult & Prospect SRL) maintains reasonable measures to protect personal information from loss, misuse, and unauthorized access, disclosure, alteration and destruction. New Concept Travel (Concept Consult & Prospect SRL) also takes reasonable steps, to the extent reasonably possible in the context of our role as an intermediary, to keep personal information reliable for its intended use, accurate, complete and current.

### **Retention**

New Concept Travel (Concept Consult & Prospect SRL) retains personal information no longer than is necessary to comply with legal obligations and to fulfill legitimate business and compliance purposes.

### **Access Requests and Other Questions**

Travelers may direct any requests to access their own personal information, or any other privacy questions, to New Concept Travel (Concept Consult & Prospect SRL) at [office@newconcepttravel.com](mailto:office@newconcepttravel.com). New Concept Travel (Concept Consult & Prospect SRL) retains the right to use reasonable measures to authenticate the identity of any traveler that requests access to their personal information or otherwise raises any questions concerning personal information.