

## **Privacy**

We are committed to protecting your privacy and take the security of our clients information very seriously.

This privacy policy indicates Uk Airports Link Ltd procedures regarding the collection and use of your personal information.

In order to process your booking we need to collect certain personal details from you and we may share that information with our service providers or other third party involved. We will provide only the information necessary to ensure the successful fulfilment of your travel arrangements. We will not however pass any information on to any company and/or organization that is not responsible for providing any part of your travel arrangements.

We have appropriate security measures in place to protect the personal details you give us.

We will retain your information for as long as the purpose for which it was collected continues. It will then be destroyed although copies may be retained if required to satisfy our legal, regulatory or accounting requirements. By law, you are entitled to a copy of the personal information we hold on you.

You may make a request to us to change or modify your information at any time. Further if you are aware at any time that any of the information that you have given to us has changed, please let us know at the earliest opportunity.

Except where expressly permitted by the Data Protection Act 1998, we will only deal with the personal details you give us as set out above, unless you tell us otherwise in writing.