# TOMS TRAVEL TOURS PRIVACY POLICY

THIS PRIVACY POLICY sets out how Toms Travel Tours BV collects, treats and protects any information that you give Toms Travel Tours BV when you use this website. Toms Travel Tours BV is committed to ensuring that your privacy is protected and makes sure that personal information which you provide us with is treated confidentially. Should we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy statement. We will only use your details to enable us to process your orders as quickly and easily as possible. We will only use these details for any other purposes with your permission. Toms Travel Tours BV may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. If you choose to use our services, then you agree to the collection and use of information in relation with this policy.

# Mapping website visit

Toms Travel Tours BV website maintain general visitor data, including the IP address of your computer and the time of retrieval and data that your browser sends. Our webhost Squarespace uses Squarespace Analytics. This data will be used for analyses of visitors and click behavior on the websites. Toms Travel Tours BV uses this information to improve the functioning of the website. This data is anonymized as much as possible and is not provided to third parties.

### SQUARESPACE ANALYTICS

Toms Travel Tours BV uses Squarespace Analytics to keep track of how users use the website from Toms Travel Tours BV. The obtained information, including the address of your computer (IP address), is transferred to and stored by Squarespace on servers in the United States. Please read Squarespace's privacy policy for more information. You can also find the privacy policy of Squarespace Analytics online.

### **GOOGLE ANALYTICS**

Toms Travel Tours BV uses Google Analytics to keep track of how users use the website and how effective AdWords ads from Toms Travel Tours BV are on Google search result pages. The obtained information, including the address of your computer (IP address), is transferred to and stored by Google on servers in the United States. Please read Google's privacy policy for more information. You can also find the privacy policy of Google Analytics online. Google uses this information to keep track of how our websites are used, to provide reports on the websites to Toms Travel Tours BV and to provide its advertisers with information about the effectiveness of their campaigns. Google may provide this information to third parties if Google is legally obliged to do so, or insofar as these third parties process the information on behalf of Google. Toms Travel Tours BV has no influence on this. Toms Travel Tours BV has not given Google permission to use Analytics information obtained via Toms Travel Tours BV for other Google services.

# Social media

This website (www.tomstraveltours.com) contains buttons to be able to promote or share pages on the social networks Facebook, Instagram, Yelp, Pinterest and Twitter. These buttons are realized by means of a code which is supplied by website host Squarespace platform. This code uses a cookie for instance. Read the privacy statement of Facebook, Instagram, Yelp, Pinterest and of Twitter (which can change on a regular basis) to check what they do with your personal details which they process using this code. Website host Squarespace uses some necessary cookies because they allow visitors to navigate and use key features on our site. For example, Functional and Required Cookies help these features work, see: https://support.squarespace.com/hc/en-us/articles/360001264507

# Toms Travel Tours collects and processes personal data

Toms Travel Tours BV can process personal data about you, because you are using the services of Toms Travel Tours BV, and / or because you share it with Toms Travel Tours BV: - when filling out a bookings form on the website www.tomstraveltours.com - or via email correspondence.

### TOMS TRAVEL TOURS BV CAN PROCESS THE FOLLOWING PERSONAL DATA

- first and last name - phone number - email address - country of residence - IP address - Any additional information shared by you in our booking form IF YOU ARE A CORPORATION, WHEN YOU BOOK A PROGRAM WITH US, WE WILL ASK FOR: - IBAN code - VAT number - Chamber of Commerce number If the specified delivery and billing address is the same as your home address, your personal address details will also be processed.

### SPECIAL AND / OR SENSITIVE PERSONAL DATA THAT WE PROCESS

Toms Travel Tours BV does not intend to collect data about website visitors younger than 16 years, unless they have permission from parents or guardians. However, we cannot check the identity of our visitors. If you are convinced that we have collected personal data from a minor without permission, please contact us via bookings@tomstraveltours.com so that we can delete this information.

### WHY AND HOW WE PROCESS YOUR DATA

Toms Travel Tours BV processes your personal data to be able to contact you by email on request, and / or to be able to contact you in writing (by telephone) if you cannot be reached by e-mail. Your personal data will be used in the context of carrying out an assignment and because these data are necessary for our order process. By this we mean among other things quotations, order confirmations, changes in tour times, invoices, and the establishment of direct communication. Toms Travel Tours BV will record your details for carrying out your assignment. After placing an order with Toms Travel Tours BV we will keep you informed by e-mail of the tours being booked, and might inform you about additions to our tour assortment.

### WHAT WE DO WITH THE INFORMATION WE GATHER

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons: • Internal record keeping with tax purposes. • We may use the information to improve our products and services.

### AUTOMATED DECISION-MAKING

Toms Travel Tours BV does not make decisions that can have (significant) consequences for your privacy based on automated processing. By this we mean decisions that are made by computer programs or systems, without the interference of a human being (for example one of our employees).

### HOW LONG DO WE STORE PERSONAL DATA

Toms Travel Tours BV keeps your personal data in order to achieve the before mentioned goals. In case of order processing, we comply with the legal invoicing storage period of 7 years, as laid down in the Civil Code and the General Act on Government Taxes. In case there is no order agreement reached, your data will not be stored for more than 1 year.

### LINKS TO OTHER WEBSITES

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### SHARING PERSONAL DATA WITH THIRD PARTIES

Your personal data may be shared with third parties if this is necessary for the planning and/or execution of the requested program (such as freelancing assistants, guides, divers, boat captains, hotel concierges and restaurants reservation departments) or to comply with any legal obligations. With companies that process your data in our assignment, we conclude a processor agreement to ensure the same level of security and confidentiality of your data. Toms Travel Tours BV remains responsible for these processing operations.

### ACCESS TO DATA, MODIFY OR DELETE DATA

You have the right to view, correct or delete your personal data. You can send a request for access, correction or removal to bookings@tomstraveltours.com. To ensure that the request has been made by you, we will always contact you by email to verify the request before further action is taken. This is to protect your privacy. Toms Travel Tours BV will respond to your request as quickly as possible, but within four weeks.

### SECURITY OF DATA

Toms Travel Tours BV takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. The website of Toms Travel Tours BV (www.tomstraveltours.com) uses a reliable SSL Certificate to ensure that your personal data is not in the wrong hands. If you have the impression that your data is not secured or that there are indications of misuse

or if you would like more information about the security of personal data collected, please contact Toms Travel Tours BV via bookings@tomstraveltours.com.

Toms Travel Tours BV owns the following active websites: www.tomstraveltours.com. Contact details of Toms Travel Tours BV:

Toms Travel Tours BV, Derde Hugo de Grootstraat 27-3, 1052LK, Amsterdam, The Netherlands. Chamber of Commerce registration: 71259635 and VAT (BTW) NL858639919B01. Email: <u>bookings@tomstraveltours.com</u> and <u>reservations@tomstraveltours.com</u>

Website: www.tomstraveltours.com, Telephone: +31626534331