

## **Privacy Policy**

This privacy policy has been created to reflect our commitment to privacy and our adoption of the National Privacy Principles. Just Travel Tours will take every reasonable measure to ensure your information is secure and abide by this privacy policy. All users of our web site and our services agree to act in accordance with this policy.

This privacy policy protects your privacy by informing you about:

- The types of personal information Just Travel Tours collects about you through our web site.
- How Just Travel Tours collects that information
- The purpose for which Just Travel Tours collects that information
- The types of organisations which Just Travel Tours discloses the information
- How Just Travel Tours keeps your personal information safe
- How you may opt-out of or limit use of your personal information
- Employee accountability
- How you may contact Just Travel Tours
- Maintaining this policy

## **Types of Information**

Just Travel Tours collects a variety of information which is essential to provide our services to you. The information we collect includes:

- Personal information or details registered with Just Travel Tours is used solely for the purpose of meeting your travel requirements. Personal information includes contact details (name, address, e-mail address, agency name), logistical details (destination details, travel requirements)

## **How is the information collected?**

Information is collected from customers directly registering their contact details on the site or via registered travel agents registering their customer's details via a separate portal.

## **Purpose of collection**

- To enable a Just Travel Tours consultant to dispatch a brochure a customer has requested.
- To enable a Just Travel Tours consultant to complete a reservation by a registered travel agents or customer.
- If you select, for Just Travel Tours to communicate with you about new products
- If you select, for Just Travel Tours to communicate with you about any new touring options or special offers
- For operational purposes we take note of how you use the site, such as recording site traffic, navigation techniques and to diagnose problems with our server and administer our web site.
- We also use the information we collect to monitor and improve our internal operations, as well as to improve the experience of our web site users.

## **When and to whom will personal information be disclosed?**

Just Travel Tours will only use this information to complete reservations on your behalf and to allow our consultants to contact you regarding your travel requirements. This includes providing necessary information to travel agents, airlines, hotels, insurance providers and attraction suppliers.

Please be assured we would never send unsolicited mail, nor would we sell customers names, addresses, e-mail addresses or other personal information to a third party.

**How do we keep you information safe?**

The information we receive from or about users is stored on systems designed to prevent the loss, misuse, unauthorised access, disclosure and alteration of the information under our control.

Registered travel agents using this site are issued with a user name and password. It is the responsibility of the agent to ensure this user name and password is kept confidential and not issued or shared with any other person.

**Opting out**

The Just Travel Tours web site allows users the option to opt-out of receiving communications from us. Users can choose not to receive a free colour brochure or to be kept informed of any new Scenic Tours touring options and special offers.

**Accountability**

Only those Just Travel Tours employees that have a legitimate business purpose for accessing and handling personal information obtained by us are given authorisation to do so.

**Maintaining this policy**

Just Travel Tours will post any alterations to this privacy policy immediately any changes become effective within the organisation so users will always know the information we collect, how we use it and under what circumstances we disclose it. Users are responsible for periodically checking our web site for changes to this policy.