



## **DATA PRIVACY POLICY**

**Sharp Travel Service (Phils.), Inc.**, ("Sharp Travel") is committed to protecting your privacy and safeguarding your personal, business, and travel information to the extent required under Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012 (the "Act"), its implementing rules regulations and other applicable laws, rules and issuances.

Our Data Privacy Policy ("Privacy Policy") is designed to help you understand how we collect, use and safeguard the information you provide to us and to assist you in making informed decisions when using our Site and availing our Services.

## **CONSENT**

By accessing our website or availing our Services, you accept our Privacy Policy and you consent to the data practices described in this Privacy Policy.

In addition, by submitting your personal information to Sharp Travel, you consent to our using these personal information you have shared for the legitimate purpose for which you submitted the same.

You further consent to us disclosing the personal information you have given to our channel partners who provides services or functions on our behalf, including but not limited to airline and hotel bookings, visa processing assistance, land transportation arrangements, credit card processing, business analytics, marketing and other related activities. You further accept, agree and confirm that all information you have given to Sharp Travel is accurate; any failure to provide the complete information may result in Sharp Travel's inability to provide you with the products and services requested. In such case, you agree that Sharp Travel will not be liable for any damage arising from the inability.

## **INFORMATION WE COLLECT**

In the course of your dealings with us, we will request you to provide us with certain personal information to avail of and complete the services and products requested to Sharp Travel.

We receive and store any information you enter on our Site or give us in any other way. This includes personal information such as your first and last name, contact number, postal and email address, fax number, passport details, credit card information (such as credit card number, name of cardholder and expiration date), and other payment details. We may also request information for your travel details such as the destination, travel date, preferred airline, class of service, frequent flyer program, seat and meal requirement, hotel room preference, tours and excursion requirement and car rental service.

When you make a reservation for someone else through this Website, we will request personal information and travel preferences about that individual. You must obtain the consent of other individuals and ensure such other individuals are aware of, understand and accept this Privacy Policy prior to providing us with their personal information and travel preferences, as any access to view or change their information will be available only through your account. We will collect, use and disclose that individual's personal information only for the purpose of making a reservation.



We also collect non-personal information such as anonymous usage data, general demographic information we may collect, referring/exit pages and URLs, platform types, preferences you submit and preferences that are generated based on the data you submit and number of clicks.

### ***Information collected via Technology***

In an effort to improve the quality of the Site, we track information provided to us by your browser or by our software application when you view or use the Site or avail of the Service, such as the website you came from (known as the "referring URL"), the type of browser you use, the device from which you connected to the Service, the time and date of access, and other information that does not personally identify you. We track this information using "cookies".

### ***Use of Cookies***

The Site uses "cookies" to help you personalize your online experience. Cookies are small text files which include an anonymous unique identifier. Cookies are sent to a user's browser from our servers and are stored on the user's computer hard drive. Sending a cookie to a user's browser enables us to collect Non-Personal information about that user and keep a record of the user's preferences when utilizing our services, both on an individual and aggregate basis.

The Company may use both persistent and session cookies; persistent cookies remain on your computer after you close your session and until you delete them, while session cookies expire when you close your browser.

One of the primary purposes of cookies is to provide a convenience feature to save you time by informing the web server that you have returned to a specific page. For example, if you personalize the Site pages, or register with the Site linked websites or services, a cookie helps the Site to recall your specific information on subsequent visits. This simplifies the process of recording your personal information. When you return to the Site, the information you previously provided can be retrieved, so you can easily use the Site features that you customized.

You can accept or decline cookies by modifying your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the Site and the linked websites you visit.

## **HOW WE USE AND SHARE INFORMATION**

### ***Personal Information:***

We use your personal information for the following general legitimate purposes:

- to facilitate your travel reservations
- to provide you with the products and services you request and avail;
- to provide you with travel confirmation and updates;
- to manage your account;
- to communicate with you in general;
- to respond to your questions and comments;



- to allow us to contact you for customer service, if necessary;
- to measure interest in and improve our Site and Services;
- to notify you by email or post about special offers on travel-related Services that may be of interest to you;
- to solicit information from you, including through surveys, to resolve disputes, collect fees, or address problems;
- to prevent potentially prohibited or illegal activities;
- to enforce the Terms and Conditions of our agreements with you; and
- as otherwise described to you at the point of collection.

We use credit card information (such as cardholder name, credit card number, and expiration date) for the purpose of completing the transactions with us.

Except as otherwise stated in this Privacy Policy, we do not sell, trade, rent or otherwise share for marketing purposes your personal information with channel partners without your consent. We do share Personal Information with channel partners who are performing services for Sharp Travel, such as the servers for our email communications who are provided access to user's email address for purposes of sending emails from us. Those channel partners use your personal information only at our direction and in accordance with our Privacy Policy.

We may share personal information with outside parties if we have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to meet any applicable legal process or enforceable governmental request; to enforce applicable Terms of Service, including investigation of potential violations; address fraud, security or technical concerns; or to protect against harm to the rights, property, or safety of our users or the public as required or permitted by law.

In the event we undergo a business transaction such as a merger, acquisition by another company, or sale of all or a portion of our assets, your personal information may be among the assets transferred. You acknowledge and consent that such transfers may occur and are permitted by this Privacy Policy, and that any acquirer of our assets may continue to process your Personal Information as set forth in this Privacy Policy. If our information practices change at any time in the future, we will post the policy changes to the Site so that you may opt out of the new information practices. We suggest that you check the Site periodically if you are concerned about how your information is used.

Our channel partners or third party vendors provides functions on our behalf, including credit card processing, visa processing, customer service, analytical and marketing service. They collect information on our behalf to facilitate your transactions with us and to perform their functions. Third party suppliers or channel partners are not permitted to use and share information for any purpose that has not been authorized by Sharp Travel.



***Non-Personal Information:***

In general, we use non-personal information to help us improve the Site and customize the user experience. We also aggregate non-personal information in order to track trends and analyze use patterns on the Site. This Privacy Policy does not limit in any way our use or disclosure of non-personal information and we reserve the right to use and disclose such non-personal information to our channel partners, advertisers and other third parties at our discretion.

**HOW WE PROTECT INFORMATION**

We implement security measures designed to protect your personal information from unauthorized access. Only authorized employees are permitted to access personal information and they may only do so for permitted business functions. We further protect your information from potential security breaches by implementing technological and organizational measures to safeguard and protect your data against unauthorized access, loss or accidental destruction, damage, use and illegal or unauthorized disclosure. We further protect your information from unauthorized person or potential breaches by employing firewalls, encryption and secure socket technology.

Our data servers are located in the Republic of the Philippines and we comply with all Philippine privacy laws.

**RIGHTS REGARDING THE USE OF YOUR PERSONAL INFORMATION**

You have the right at any time to prevent us from contacting you for marketing purposes. When we send a promotional communication to a user, the user can opt out of further promotional communications by following the unsubscribe instructions provided in each promotional e-mail. You can also indicate that you do not wish to receive marketing communications from us. Please note that notwithstanding the promotional preferences you indicate by either unsubscribing or opting out of the Site, we may continue to send you administrative emails including, for example, periodic updates to our Privacy Policy.

You can choose not to provide us with requested information but as a result, you may not be able to complete your booking or access the requested services.

**RETENTION PERIOD**

After or upon completion of the Purpose, your Personal information may be retained by Sharp Travel for record purposes only over a period of (1) one year.



## **LINKS TO OTHER WEBSITES**

The Site contains external links that will direct you outside of <https://www.sharptravelservice.com>. However, we are not responsible for the privacy practices employed by those websites or the information or content they contain. This Privacy Policy applies solely to information collected by us through the Site. Therefore, this Privacy Policy does not apply to your use of a third party website accessed by selecting a link on our Site. To the extent that you access or use the Site through or on another website or application, then the privacy policy of that other website or application will apply to your access or use of that site or application.

We encourage you to read and review the privacy policies of other websites before proceeding to use them.

## **CHANGES TO OUR PRIVACY POLICY**

The Company reserves the right to change this policy at any time. We will notify you of significant changes to our Privacy Policy by sending a notice to the primary email address specified in your account or by placing a prominent notice on our Site. Significant changes will go into effect 30 days following such notification. Non-material changes or clarifications will take effect immediately. You should periodically check the Site and this privacy page for updates.

## **CONTACT US**

If you have any questions regarding this Privacy Policy or the practices of this Site and our Services, you may reach us at the following contact details indicated below:

Tel. No.: (632) 817-0071 to 74

Fax No.: (632) 819-0859

Email: [stsi.dpo@gmail.com](mailto:stsi.dpo@gmail.com)

Last Updated: This Privacy Policy was last updated on June 4, 2018