

Customer Data Protection Policy

1. Introduction

Get Jet Limited is committed to the delivery of first class confidential services.

Get Jet Limited and its staff (including any organisation or individual working for or on behalf of it) have contractual and legal obligations to comply with all appropriate legislation and guidance in respect of the privacy, security and protection (collectively known as Information Governance) of the personal identifiable data (PID) it processes, including (but not limited to):

Article 4 of Regulation (EU) 2016/679 Act 1998

These require PID to be processed lawfully, fairly and as transparently as possible and in line with the legal rights of the 'Data Subject' (the individual the PID relates to).

2. Purpose

Get Jet Limited has a framework in place to ensure it meets its duties and obligations in relation to Information Governance (IG). This includes a series of policies, procedures and guidance documents that define the working practices GetJet Travel and its staff (including any organisation or individual working for or on behalf of it) must adhere to ensure compliance.

The purpose of this Code of Conduct is to define the specific working practices that Third Party Contractors and their staff/agents that are/will be, processing PID for and on behalf of GetJet MUST adopt.

3. Scope

This Code of Conduct applies to all Third Party Contractors and its staff/agents working for and on behalf of GetJet Travel, regardless of whether they are working on or off of the Get Jet Limited premises. Compliance with it is a requirement of the contact and Data Processing.

4. Your responsibilities

You are responsible for ensuring you:

- read, understand and comply with this document
- report any breaches to Get Jet Limited Management.

5. Processing & Disclosure

Get Jet Limited shall provide PID to a contracted Third Party Supplier only if it has been authorized to do so by the company booking the flight and solely for the purpose of delivering/providing the service you or your organisation are contracted to provide/deliver, and for no other purpose.

Get Jet Limited shall not request any PID and PID requested information from any parties involved in arranging the flights or providing services connected with flights unless it has been specifically authorized for this by the company booking the flight or has to do so by law in the event of an accident or incident.

GETJET TRAVEL MANAGEMENT

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