



## Privacy Policy/Cookies

### Privacy Policy and Usage of data

Your employer is together with HRG using this tool in order to provide you with business travel and related services. Before providing any personal details please read and confirm your acceptance of the following which informs you of how your personal data will be used when you use the travel services of HRG.

All personal data you supply to HRG for the provision of business travel and related services will be processed and maintained in accordance with local privacy laws\*. You will be asked to update a personal profile which stores personal data relating to your travel preferences. In some cases selected fields in your personal profile will already be filled out. This is because your employer has electronically sent this data to HRG. Not all of the fields are mandatory, so you can choose whether or not to submit some personal details such as meal preferences. You can view or change your personal data stored by the system at any time by accessing your personal profile. The personal data you submit will be provided to third parties only where this is necessary for the provision of travel and related services and products, including travel suppliers like airlines and car rental companies, computer reservation services, travel agents and booking agents, located anywhere in the world. This information may be also transferred for travel planning and booking purposes to travel planning tools, and may be used for management reporting purposes by HRG.

Data may be transferred outside your country of residence to any location depending on the travel destination, e.g. all airlines are now required by law to give the US Customs and Immigration authorities access to certain passenger data. Accordingly, any information that you submit may be disclosed to those agencies in the countries to which you are travelling.

By using this service and creating this personal profile form you hereby indicate that you understand the uses of your personal data, and consent to the use by HRG and its service providers of any and all personal data that may be provided by yourself, or on your behalf, for the purposes of arranging and facilitating your travel arrangements. In particular you consent to:

- the processing of any sensitive data - e.g. information relating to your nationality or health - that you voluntarily put onto the system

- the transfer worldwide of personal data held about you to other employees and offices of employer organisation, and to third parties where disclosure to such third parties is required in the normal course of business to meet your travel requests or is requested by law

- to use the data for security and travel management purposes when requested by your employer.

You confirm by accepting this that you will always provide accurate information to HRG and agree to update it as necessary. You agree that, in the absence of any update, HRG may assume that the information you have provided is correct.

### How to revoke your consent to store your data

You may withdraw your consent for the processing of this data at any time and your profile will thereafter be withdrawn from the database. To withdraw your consent, please remove the user profile on this system (Use the 'Remove' option on the 'User Profile' page accessible via 'My User Profile'). Please note that removing your user profile will de-activate your ability to access this System. If you have any questions regarding the processing of your personal data described above, or if you require help to delete or rectify data, please contact HRG. HRG Nordic comprises the following:

Sweden: Hogg Robinson Nordic AB (Registered Office: Sankt Eriksgatan 117, Box 139, SE-101 22 Stockholm. Company No. 556506-6122)

Denmark: a branch office of Hogg Robinson Nordic AB - Stamholmen 153, DK-2650, Hvidovre, Branch No CVR nr: 28496702

Norway: Hogg Robinson Nordic AS (Registered Office: Tordenskioldsgt 8-10, PO Box 6827, St Olavspl, NO-0130 Oslo. Company No. 910457764)

Finland: Hogg Robinson Oy (Registered Office: Kumpulantie 15, 4th Floor, PO Box 1149, FI-00101 Helsinki. Company No. 02035864)

### If this policy is not accepted

If you decline to accept the HRG Privacy Policy and our Usage of data, you will be unable to use the services of HRG. Please contact HRG with your reasons why you do not wish to accept our Privacy Policy and Usage of data. These reasons may help us make this privacy consent more acceptable to our clients.

### Cookies

This tool only issue first party session cookies which are not made persistent on the user's computer. The cookies do not contain any personal data of the user and are solely used for the purpose of securing the user session as well as providing an enhanced user experience when navigating between pages in the tool.

\*

Denmark - Persondatalov nr. 429 af 31/05/2000

Finland - Henkilötietolaki (523/1999)

Sweden - Personuppgiftslagen (1998:204), PUL

Norway - Personopplysningsloven LOV-2000-04-14-31

EC directive 95/46/EC