

## Privacy policy

### Privacy and Data Protection

We take security of your data and personal details very seriously. We understand the confidential nature of the employment search process and aim to provide a safe, confidential and secure system so that you feel comfortable storing your information with us. Please proceed with your application only if you accept our Careers Privacy Policy.

By submitting your personal data and application, you (1) declare that you have read, understood and accepted the Careers Privacy Policy; (2) are declaring that the information given in the application is complete and true; and (3) are authorizing Travelport and/or the relevant Travelport vendors to verify or have verified on their behalf all statements contained in this application and to make any necessary reference checks.

Travelport has a diverse mix of men and women of different nationalities and ethnic groups, orientations, backgrounds and cultures. We value this diversity and continuously encourage the very best candidates to apply to us.

Thank you for your interest in applying to Travelport.

### Careers Privacy Policy

We understand that when searching for employment a large amount of personal and highly confidential data is disclosed and we take our responsibility to protect this data very seriously. This policy sets out the basis on which any personal data we collect from you, or you provide to us, will be processed by us.

#### Information we may collect

We generally collect information directly from you. The information, such as name, address, phone numbers, email addresses and general contact information to facilitate Travelport to be able to readily communicate with you is typically contained in, and includes, your CV (your "Information").

We collect and may disclose statistical information gathered as a whole (e.g. total number of applicants and applicant origin) for internal reporting purposes. However, we do not disclose data that identifies any individual for such purposes. We do not knowingly solicit information from children and we do not knowingly market our services to children.

If you opt to provide Information on your Date of Birth, Sex, Marital Status, or Nationality, this Information may be gathered for diversity monitoring and reporting only and will not be used in the recruitment and selection process.

Health and safety reasons, assessments regarding the need for reasonable accommodations, or our rights and obligations in the field of employment law in so far as authorized by Union or Member State law may call for us to request sensitive personal data (for example, health or religious data).

#### How we may use this Information

Travelport uses the Information for legitimate business interests, for purposes of employment law and for compliance with legal obligations to which we may be subject. More specifically, we may use the Information to assist you in searching and applying for Travelport job vacancies, and to process job applications you submit including the evaluation of your suitability for a position. Travelport also uses the Information for historical, scientific, research and statistical purposes with regard to monitoring and better understanding our recruitment activities.

Accordingly, your Information may be shared with Travelport hiring personnel and vendors that perform functions on our behalf who may be in other parts of the world, including outside the European Economic Area. Travelport uses reasonable means to ensure that external vendors use your Information only for the purposes for which it was provided and in adherence to the Travelport Careers Privacy Policy.

#### Third party links

Our careers site may, from time to time, contain links to other sites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

#### Where we store your personal data

Your Information is stored on a secure server hosted by a Travelport approved vendor. The server resides outside the European Economic Area in the United States of America, a country whose legal system has not received an adequacy decision from the European Commission. We recognize that the European Economic Area and Switzerland have data protection laws that restrict the transfer to the United States of personal information about European citizens, unless there is "adequate protection" for such information when it is received in the United States.

To address this restriction as applied to your Information, Travelport has implemented the European Commission's model contracts.

A copy of these model contracts can be requested using the contact details set out below. To learn more about model contracts, please visit [http://ec.europa.eu/justice/data-protection/international-transfers/transfer/index\\_en.htm](http://ec.europa.eu/justice/data-protection/international-transfers/transfer/index_en.htm).

#### How your personal information is secured and protected

We use commercially reasonable measures necessary to ensure that your data is treated securely and in accordance with this privacy policy.

The transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site, and any transmission is at your own risk.

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorized access.

#### Data retention

Travelport retains your Information no longer than is necessary to comply with legal obligations and to fulfill legitimate business and compliance purposes. Accordingly, the exact time period may vary by jurisdiction and context, however, we generally try to retain the Information for no longer than two years.

#### Access to information

European data privacy laws grant European citizens certain rights with respect to the:

- access;
- rectification;
- erasure;
- portability; and
- restriction or objection to processing of your Information.

In some jurisdictions, you have the right to access information held about you. To exercise this right or to raise any concerns, you may contact us at:

Travelport

One Axis Park, 10 Hurricane Way  
Langley, Berkshire SL3 8AG  
United Kingdom

Attention: Data Protection Officer / Legal Dept.

T: +44 (0) 1753 288000

F: +44 (0) 1753 288001

[privacy@travelport.com](mailto:privacy@travelport.com)

Travelport

300 Galleria Parkway Atlanta, Georgia 30339  
USA

Attention: Data Protection Officer / Legal Dept.

T: +1 770-563-7400

F: +1 770-563-7878

[privacy@travelport.com](mailto:privacy@travelport.com)

Dispute resolution

If any European citizen experiences an issue regarding Information that cannot be resolved directly with Travelport, such citizen has a right to lodge a complaint with their local Data Protection Authority.

Changes to our Careers Privacy Policy

Any changes we may make to our Careers Privacy Policy in the future will be posted on this page.

Effective Date

This policy is published and effective as of May 15, 2018.