

Morelia Passenger Consent Form

MORELIA TOURS AND TRAVEL, INC., ("Morelia"), ("the company") is committed to comply with the Data Privacy Act of 2012 (R.A.10173), its Implementing Rules and Regulations, and all applicable data privacy regulations to safeguard and to protect your personal data and to observe your rights as a data subject.

PROCESSING AND SHARING OF PERSONAL DATA

Morelia will be collecting your personal and sensitive personal information for purposes which are relevant and necessary for purposes of transacting a business or any engagement with Morelia.

The company will also store/dispose, keep, enter in a processing system, update, use, access, process the information given, and share, transfer, or disclose data within the company, the company's affiliates, subsidiaries, partners, contractors, agents and representatives, intermediaries, industry associations and third parties such as but not limited to external auditors, operators, compliance with court and other lawful order and requirements and other appropriate government agencies and offices, and all other activities consistent with the provision of the Data Privacy Act and subject to appropriate security safeguards.

The sharing of your personal information shall be covered by a data sharing agreement stating the responsibilities of Morelia and the third parties to whom your information may be shared. These third parties are under duty of care to maintain the appropriate levels of security and confidentiality and only use the information as instructed by Morelia.

DATA WE COLLECT:

- Name
- Home Address
- Business Address
- Email Address
- Telephone number
- Age
- Birth date
- Photo
- Travel Preference
- Emergency Contact

SPECIFIC USE OF PERSONAL DATA

We will use your personal data for the following purposes:

- Preparation and processing of travel request;
- Booking creation and reservation processing;
- Ticket issuance;
- Processing of travel insurance;
- Preparation of cost sheet for billing; and
- Response to inquiries and requests.

DATA PRIVACY RIGHTS:

You are entitled to the following rights:

1. Be informed on the nature, purpose and extent of the processing of your personal data;
2. To access the information you have given and be furnished a copy thereof;
3. To correct, rectify or supplement information should any data be found to be inaccurate or incomplete;
4. To suspend, withdraw or object to the processing of your personal data;
5. To order the erasure, blocking, removal or destruction of your personal data from the company's filing system upon discovery of substantial proof that the personal data are already incomplete, outdated, false, unlawfully obtained or are no longer necessary for the purposes which they were collected;
6. Be indemnified for damages suffered due to the violation of the lawful processing of your personal data or your rights as a data subject; and
7. To obtain a copy of your personal data in an electronic and structured format which is commonly used and allows for further use.

CONSENT TO DATA PROCESSING:

1. I hereby agree and consent that Morelia may collect, use, disclose, store and process my given personal and sensitive personal information and/or otherwise provided by me or possessed by Morelia for one or more of the purposes as stated above and in Morelia Data Privacy Policy.
2. I understand that Morelia respects my privacy and assures me that my personal data will be kept securely according to the Data Privacy Act of 2012.
3. If transacting and/or acting in behalf of other person(s), I hereby warrant that I am duly authorized to perform such acts and that I am duly allowed to give their information to Morelia. I hereby bind myself to advise all other persons in whose behalf I have acted or transacted with of all the terms and conditions herein.
4. If the Personal Data was provided by a minor or one who is not legally capable of entering into contractual transactions without parental or guardian consent, the parent or guardian shall be responsible in giving the consent required under our Data Privacy Policy and in correcting any information given or in informing us that the information should be disregarded or deleted.
5. I agree that my consent will remain in place until my withdrawal by officially notifying Morelia.
6. I have read this form, understood its contents and consent to the processing of my personal data. I hereby warrant that all personal and sensitive information given by me are true and correct to the best of my knowledge, freely and voluntarily given to the company for above-mentioned purposes. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data, and does not waive my rights under the Data Privacy Act and other applicable laws.
7. I will hold Morelia free and harmless from any liability that may arise as a result of the authorization given above.

Signature over printed name and date

QUESTIONS AND CONCERNS:

Should you have questions or concerns regarding this, you may contact our Data Protection Officer at 02 8251 2844 or via email at dataprivacy@moreliatours.com.ph