

LEEWAY TRAVEL AGENCY

PRIVACY NOTICE AND CONSENT

Effective Date: August 13, 2026

Leeway Travel Agency respects your privacy and is committed to protecting your personal information. We process personal data in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, its Implementing Rules and Regulations, and applicable issuances of the National Privacy Commission.

Information We Collect

Depending on the travel service requested, we may collect:

- Full name, date of birth, nationality, sex, civil status, and contact details;
- Passport, visa, government-issued identification, and travel-document information;
- Travel preferences, destinations, travel dates, itineraries, and booking details;
- Information about companions, beneficiaries, or emergency contacts;
- Billing, payment, and transaction information;
- Employment, financial, medical, or other supporting information required for visa applications, travel insurance, accessibility arrangements, or special travel requests;
- Correspondence, inquiries, feedback, and records of transactions with Leeway Travel Agency; and
- Technical information collected through our website, online forms, and communication platforms.

When you provide information concerning another traveler, companion, beneficiary, or emergency contact, you confirm that you are authorized to provide their information and that they have been informed of this Privacy Notice.

How We Use Your Information

We collect and process personal information to:

- Respond to inquiries and prepare travel quotations;
- Reserve, arrange, purchase, and manage travel products and services;
- Process airline tickets, accommodations, tours, transfers, insurance, visa assistance, and other requested services;
- Communicate booking updates, reminders, changes, and travel requirements;
- Verify identity and prevent fraud or unauthorized transactions;
- Process payments, invoices, refunds, and accounting records;
- Provide customer support and respond to complaints;
- Comply with legal, regulatory, tax, audit, and recordkeeping requirements;
- Protect the rights, property, and security of travelers and Leeway Travel Agency; and
- Send promotional communications when you have provided consent or when otherwise permitted by law.

You may withdraw your consent to receive promotional communications at any time without affecting your existing bookings or requested services.

Sharing of Personal Information

We may disclose relevant personal information to airlines, hotels, tour operators, transportation providers, insurance companies, visa-processing centers, embassies, consulates, government agencies, payment providers, technology providers, and other suppliers necessary to fulfill your requested services.

Some service providers may be located outside the Philippines. When international processing or transfer is necessary, we take reasonable steps to ensure that your information is handled securely and only for legitimate travel-related purposes.

We do not sell or rent personal information.

Data Security

Leeway Travel Agency implements reasonable organizational, physical, and technical safeguards to protect personal information against unauthorized access, disclosure, alteration, loss, misuse, or destruction. Access is limited to authorized personnel and service providers who require the information to perform their duties.

Although we take reasonable precautions, no method of electronic transmission or storage can be guaranteed to be completely secure.

Data Retention

We retain personal information only for as long as necessary to fulfill the purposes described in this notice, complete the requested services, address disputes or complaints, and satisfy applicable legal, tax, accounting, and regulatory requirements.

When information is no longer required, it will be securely deleted, destroyed, anonymized, or otherwise disposed of in accordance with applicable policies and laws.

Your Data-Privacy Rights

Subject to applicable law, you have the right to:

- Be informed about the processing of your personal information;
- Access the personal information we hold about you;
- Object to certain processing activities;
- Correct inaccurate or incomplete information;
- Request erasure or blocking when legally allowed;
- Withdraw consent when processing is based on consent;
- Request data portability when applicable;
- File a complaint with the National Privacy Commission; and
- Claim damages when your rights have been violated.

Some requests may be limited when retaining or processing the information is required by law, necessary to fulfill a contract, or needed for the establishment, exercise, or defense of legal claims.

Consent

By submitting your personal information, you acknowledge that you have read and understood this Privacy Notice. You authorize Leeway Travel Agency to collect, use, store, disclose, and otherwise process your information for the purposes described above and as necessary to provide your requested travel services.

Where sensitive personal information is required, Leeway Travel Agency will process it only with your consent or under another lawful basis permitted by applicable law.

Contact Us

For questions, requests, or concerns regarding your personal information, please contact:

Data Protection Officer
Leeway Travel Agency
Email: inquiries@leewaytravelagency.com
Telephone: **+63 962 582 1316**
Business Address: **3rd Flr. Robertson Plaza, Centennial Rd., Kawit, Cavite 4104**

Leeway Travel Agency may update this Privacy Notice when necessary. The latest version will indicate its effective date and will be made available through our official channels.