

YOUR TRAVEL PAYMENT COMPANY.

AirPlus

INTERNATIONAL

# Privacy Statement

AirPlus Account

## Privacy Statement: AirPlus Account

According to the principles of fair and transparent data processing, it is essential to inform the person whose data is being processed about the processing itself and the purposes thereof.

For this reason, AirPlus would like to provide you with the following information.

### 1. Product Description

Your employer (the "Subscriber") has entered into an agreement (the "Agreement") with AirPlus International AG, Obstgartenstrasse 27, 8302 Kloten, Switzerland ("AirPlus"), regarding the use of the AirPlus Company Account and AirPlus Virtual Card, AirPlus Debit Account (collectively the "AirPlus Account").

The AirPlus Company Account is a central settlement account for the payment of business-related travel expenses. The AirPlus Company Account is used for suppliers that accept UATP credit card payments and can be used to book and pay for travel requirements, including hotel, car rental, rail etc.. The AirPlus Virtual Card can be used for both business-related travel expenses and for procurement from all suppliers that accept MasterCard credit cards. The AirPlus Debit Account is also a central settlement account, which is exempt from the credit card fees levied by many airlines and can be used to purchase tickets from these airlines.

AirPlus will provide the Subscriber with all the company's expenses made with the AirPlus Account, through a collective statement displaying personal data relating to each transaction (for example your staff ID, cost center, etc.) which is required for the Subscriber's travel expense management, procurement and/or accounting.

### 2. Data Controller

AirPlus is responsible for the personal data collected and processed during the use of the AirPlus Account. This includes additional personal data about you (for example staff ID, cost center, etc.). Such data may be provided

to AirPlus by Travel Service Providers (including Travel Agencies, Car Rental Agencies, etc.) as well as by the Subscriber.

### 3. Data Processing Description

In order for AirPlus to provide its products, AirPlus will need to collect and process your personal data.

During the use of the AirPlus Account, AirPlus collects and processes personal data necessary to enable transactions, to facilitate the management of business travel related expenses and to be able to create a structured statement for you and the Subscriber. This data includes technical information on the transaction itself, information on the merchant where the AirPlus Account was used, any information the merchant provides (such as the purchased goods or services) as well as additional information provided by the Subscriber (such as a staff ID or cost center). In this Privacy Statement such personal data shall be referred to separately and collectively as "Account Data".

Account Data will not be used for direct marketing purposes.

### 4. Legal Basis for the Data Processing

AirPlus processes your Account Data only in accordance with applicable law, especially the Swiss Data Protection Act ("FADP"):

### 5. Data Transfers to Data Processors and Third Parties

AirPlus only discloses your personal data to the following categories of recipients in order to fulfil the respective business purpose. In addition, AirPlus employs service providers who have been commissioned by AirPlus and who are obliged to comply with the applicable data protection provisions. If required by law, AirPlus transmits Account Data to the authorities.

#### 5.1. Data Processors

AirPlus grants access to or transfers your Account Data to carefully selected service providers. These service providers only process your Account Data on behalf of AirPlus within their capacity as so-called "data

processors", acting only on instructions given by AirPlus. Therefore, they are prohibited from using your Account Data for their own business purposes. Subcontractors may be involved with the prior approval of AirPlus.

AirPlus shares your Account Data under strict confidentiality obligations with the following categories of service providers:

- IT service provider (hosting and infrastructure services), located in Europe
- Transaction-related service providers (receipt processing services), located in Europe
- Customer relationship service providers (call center services), located in Europe

## 5.2. Third Parties

AirPlus may also disclose your Account Data to trusted third parties who assist AirPlus in providing the AirPlus Account, as long as those parties agree to keep your Account Data confidential and comply with applicable data protection regulations.

AirPlus transfers your Account Data to the Subscriber in connection with the billing of your sales. AirPlus does so when delivering the statement on the transactions initiated through the AirPlus Account. The purpose for this transfer is to structure relevant travel management and procurement processes. The Subscriber may receive Account Data in a digital format that enables the Subscriber to further process Account Data on their own IT systems.

In addition to that AirPlus may disclose your Account Data to the following categories of third parties:

- To external auditors in the event of audits or investigations, if there is a legal requirement or legitimate business interest to do so;
- To insurance companies in case you and/or the Subscriber wish to make use of the insurance cover available in connection with the AirPlus Account;
- To external lawyers in the context of legal claims or to courts acting in their judicial capacity;

- Insofar as it is required by law AirPlus may disclose personal data to public authorities (e.g. supervisory authorities, Swiss tax authorities).

## 5.3. Corporate Discount Agreements

If and when the Subscriber has entered into a corporate discount agreement with airlines or into other agreements with brokers between travel agencies and airlines, AirPlus may transmit Account Data to the Subscriber's contracting partners. AirPlus may also transmit aggregated Account Data to facilitate contract and discount negotiations.

## 6. Data Transfers Abroad

Your personal data may be transferred to any country in the world where the data processors and/or third parties mentioned in section 5 or AirPlus group companies are located. Account Data will only be transmitted to countries outside Switzerland subject to compliance with the applicable FADP, in particular, where (a) disclosure is directly in connection with the conclusion or performance of a contract between AirPlus as the responsible party and the Subscriber in your interest as the data subject (e.g. to facilitate transactions or notifications to the Subscriber, or (b) disclosure is necessary to establish, exercise and enforce legal claims vis-à-vis a court or other competent foreign authority, or (c) another justification exists pursuant to Art. 17 FADP, or (d) disclosure is made to a country with an adequate level of data protection as defined by the Federal Council. Prior to any transfer of Account Data to data processors or third parties in a country that does not have adequate data protection as determined by the Federal Council - unless there is a justification pursuant to Art. 17 FADP - AirPlus contractually obligates the recipient to comply with the requirements of the FADP (in particular by using the revised standard contractual clauses of European Commission for the transfer of personal data to third countries).

## 7. Sources of Personal Data and Categories of Personal Data

AirPlus does not collect all Account Data from you directly, but receives your Account Data

from third parties (in particular the Subscriber and travel service providers).

- The Subscriber may provide AirPlus with the following categories of data: The Subscriber's name and address, your name, your staff ID and cost center, and/or other additional information to facilitate travel expense management and/or procurement such as an internal process number.
- Travel Service Providers may provide AirPlus with the following categories of data: The Subscriber's name and address, your name, your employee number and cost center, and/or other additional information to facilitate the Subscriber's travel expense management such as an internal process number and/or airline ticket numbers or car rental details.

## 8. Data Retention

AirPlus processes and saves personal data only to the extent required to fulfill the purpose for which it was collected. Data will be deleted once the purpose has been fulfilled, unless AirPlus has a legal obligation to retain that data (e.g. for trade or tax law requirements).

AirPlus will delete your personal data as soon as it is no longer needed for the aforementioned purposes. Personal data may also be saved for the period of time in which claims can be asserted against AirPlus.

In addition, personal data will be retained to the extent to which and for those periods of time for which AirPlus is legally required to do so. AirPlus' obligations regarding proof and retention are stipulated by local laws, including but not limited to Swiss Code of Obligations and the Anti-Money Laundering Act. According to these laws, retention periods can be up to ten years.

## 9. Data Security

AirPlus takes appropriate technical and organizational security measures to protect your personal data against unauthorized access, improper use or disclosure, unauthorized modification and unlawful destruction or accidental loss.

## 10. Rights of the Data Subject

Within the scope of the applicable data protection law and to the extent provided therein, you have the right to information, correction, deletion, restriction of data processing, objection to the data processing by AirPlus (in particular those for purposes of legitimate interests in processing), data portability and revocation of any consent. You may exercise your rights at any time by contacting AirPlus at the address listed in Section 11. The exercise of these rights usually requires that you can prove your identity (e.g. copy of identification documents).

AirPlus reserves the right to enforce legal restrictions, e.g. if AirPlus is required to retain or process certain data, has an overriding interest, or needs the personal data to assert claims. AirPlus may refuse requests that are excessive or constitute an abuse of the relevant rights. You may also enforce your claims in court or file a complaint with the competent data protection authority (in particular, the data protection authority responsible for your place of residence or the place of the alleged violation or the supervisory authority responsible for AirPlus, namely the Federal Data Protection and Information Commissioner FDPIC, Feldeggweg 1, 3003 Bern, Switzerland, <http://www.edoeb.admin.ch>).

## 11. Contact

Should you have any queries about how your personal data are processed, please do not hesitate to contact the data controller:

AirPlus International AG  
 Obstgartenstrasse 27  
 8302 Kloten  
 Switzerland  
[zuerich@airplus.com](mailto:zuerich@airplus.com)