

## PRIVACY POLICY

This Policy *regulates* collection and processing of personal and other personal data *when using the services of "Air Transfer" Branch (hereinafter referred to as Air Transfer) of "Air Group" LLC.*

You trust your personal data to us by using **Air Transfer**.

This Privacy Policy gives information about what data we collect, how we process and transfer them. We recommend to read this document which incorporates the main provisions of our Privacy Policy, as well as information on what data we collect, when we collect them and how we use them.

### 1. USED DEFINITIONS

**Air Transfer**– "Air Transfer" Branch of "Air Group" LLC, TIN: 1600834421, Adress: 3/18 Ahmad Rajabli Street, Baku, the Republic of Azerbaijan, AZ1075

**Passenger** - an individual who is given an opportunity to use hourly and/or transfer service for passenger and luggage transport according to the customer's order

**Order** — A request created by the Customer on provision of transport services.

**Site/website**—an information source registered on Internet network with [www.airtransfer.az](http://www.airtransfer.az).

**Transfer** —Delivery of a passenger by car from the point of order to the point of destination.

**Personal data** - Information provided by the User either directly or indirectly using Air Transfer;

**Cookie files** — data blocks sent by a site and saved in computer, mobile phone or other devices with which the Customer signs in and applied for saving Customer's actions on the site.

Making orders by calling Call Center of the Site or Air Transfer means that Customer agrees with the conditions of this Policy, as well as processing of their personal information by Air Transfer, if such an agreement is needed in accordance with the provisions of the current legislation.

### 2. PERSONAL DATA

2.1. Air Transfer collects following personal data of Passengers:

Surname, name, patronymic;

Phone number;

Flight information;

Order address;

E-mail adress.

2.2. Personal data of the passengers are destroyed by Air Tranfer in the following cases:

2.2.1. If three years passed upon the completion of services;

2.2.2. If passenger withdraws the permission they previously gave.

2.3. Destroying passengers' personal data is carried out without the option to restore them.

2.4. Passengers' personal data can only be used by people who are directly involved in service rendering process. In other cases, Air Transfer does not disseminate Customer's personal data and provide them to the third parties without the consent of the Customer, except for providing data according to the request of the authorized state bodies.

2.5. Air Transfer makes possible to take actions in order to prevent the unauthorized use of Passengers' personal data.

2.6. Passengers' personal data are archived in electronic chips and processed using automatic data processing systems.

2.7. Air Transfer takes the following actions in order to prevent unauthorized usage of passengers' personal data:

2.7.1. Takes organizational and technical actions to provide security for passengers' personal data;

2.7.2. Provides the protection of personal data carriers;

2.7.3. Uses information protection tools, which are necessary to prevent unauthorized usage of personal data;

2.7.4. Evaluates efficiency of actions taken to ensure the security of personal data;

2.7.5. Ensures detection of unauthorized data usage facts and taking necessary steps;

2.7.6. Controls the actions taken to ensure the safety of personal data and protection level of information systems of personal data.

### **3. INFORMATION ABOUT ORDERS**

3.1. Air Transfer saves order history, i.e. the starting time of order fulfillment, address of vehicle issue, address for intermediary and final route, applied tariff, payment method and other information shown when the order was placed.

3.2. The purpose of collecting information about order history is to improve service quality and it enables us to shorten order placement time by using previously provided data and automatically filling order parameters.

### **4. PAYMENT DETAILS**

Cashless transactions by using bank cards is made following confidential and secure payment principles in accordance with the regulations of international payment systems. The safety of data provided by the passenger is provided according to the requirements of procedures' payment card industry security standard (Payment Card Industry Data Security Standard).

### **5. COOKIE FILES**

5.1. Air Transfer may use the following types of cookie files:

5.1.1. Usage cookies. They collect the information about site usage. These files don't receive the personal data of the specific Customer. All data collected with these cookie files are used for statistical purposes and are anonymous. Purpose for using these cookies:

- Getting usage statistics from sites;
- Evaluating the efficiency of advertising campaigns.

These cookie files can be permanent and temporary.

5.1.2. Functional cookies. These are used for saving information (for example, name, surname, e-mail, phone number, etc.) provided by the Passenger. Purpose for using these cookies:

- Saving the information regarding whether this Passenger used our services before;
- Improving general interaction quality of the site by means of saving preferences selected by the Passenger;

5.1.3. Advertising cookies. These are used in order to control advertising materials in site, limit passengers' views for advertising materials, and also evaluate the efficiency of advertising campaigns.

5.2. It is possible to block or delete cookies files and also limit their activity by opening browser settings used by the Passenger.

## **6. POLICY UPDATES**

This Policy may be amended occasionally. Therefore, it is recommended to constantly view this page in order to be informed about any amendment. The amendments come into force after they are uploaded to the website. If Passenger places an order, it is accepted as though they agree with this Policy.