















	Agent Sales – Copies of Sales for Returns Use	Is the data collected direct from the citizen?	Is the data about the citizen collected from a third party?
Why we collect information about you?	To complete the appropriate sale and to be able to inform customer if there any changes to booking/confirm arrival of booking information (i.e theatre tickets). Printing off for customer upon booking/reference if required when completing monthly financial returns		
What is the legal basis for us collecting your information?	Consent		
What information do we collect about you?	Name, address, landline, mobile, email (depending on service)		
Who do we share the information with?	Information is presumably automatically shared with the business we are booking on behalf of (IE National Express, Superbreak). Information collected by us is not passed on in for other means.		
Is any information transferred to or stored in servers based outside the European Economic Area?	No		
How long do we keep your information?	Destroyed after 3 months		
Who do we collect information from?	Directly from customer		
What are the consequences if we don't collect the data?	Bookings are unable to be completed/Customer is unable to be contacted if there any changes to booking.		
Are any decision about you made by automatic means?	No	