

## **Privacy Policy**

At Jivair, we understand that privacy is an important issue for our customers. It is our policy to respect the privacy of all customers and to protect the security and confidentiality of non-public personal information. Please note that this policy applies to former customers as well as current customers.

As part of the normal operation of our services we collect and, in some cases, disclose information about you. This Privacy Policy describes the information we collect about you and what may happen to that information.

## **Information We Collect**

Our primary goal in collecting personal information is to provide you with an efficient service. We use your financial information, credit card details, address, and other information to bill you for your use of our services.

If you order any service with us, we will collect information; which may include a name, telephone number, fax, email and billing address. We will also collect information required for the purpose of air travel; which may include, but is not limited to the name, personal security number, date of birth, passport and visa details of each passenger as required for a specific flight.

We may also collect tracking information from checks or money transfers.

If you send us personal correspondence, such as emails or letters, or if other users or third parties send us correspondence about your activities, we may collect such information into a file specific to you.

## **Our Use of Your Information**

We use information in the file we maintain about you to provide services related to business jet charter and aircraft ground handling, resolve disputes, troubleshoot problems and enforce our service agreements. If you choose to order any services, we use your address and billing information and/or credit card details to bill you. Credit card numbers are used only for processing payment and are not used for other purposes.

## **Our Disclosure of Your Information**

Due to the existing regulatory environment, we cannot ensure that all of your private communications and other personally identifiable information will never be disclosed in ways not otherwise described in this Privacy Policy. By way of example (without limiting the foregoing), we may be forced to disclose information to the government or third parties under certain circumstances. Third parties may unlawfully intercept or access transmissions or private communications. Therefore, although we use industry standard practices to protect your privacy, we do not promise, and you should not expect, that your personally identifiable information or private communications will always remain private. We reserve the right to disclose any and all pertinent information to law enforcement or other governmental officials as we, in our sole discretion, believe necessary or appropriate. We will not sell, rent or lease any personally identifiable information about you to any third party.

By using our website and/or services, you signify your assent to this Privacy Policy.

Should you have comments or questions about this privacy policy you may e-mail us at: mail@jivair.se.

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