

HEWINS TRAVEL

Hewins Travel Consultants, Inc. Commitment to Privacy

AAA Northern New England-HTC (dba Hewins Travel), understands your privacy is important. We value our relationship with you and are committed to protecting the confidentiality of nonpublic personal information (NPI). This notice explains why we collect NPI, what we do with NPI and how we protect your privacy.

Collecting Information

We collect NPI about our customers to provide them with travel products and related services. This may include home address, business address, telephone numbers, email addresses, date of birth, citizenship/passport information, credit card numbers, frequent flyer and/or other travel related membership data, emergency contact information and historical data on prior travel arrangements secured through our company.

Sharing Information

We share the types of NPI described above primarily with travel industry representatives who perform travel services for us, and who require such information to secure and confirm travel arrangements on your behalf. These might include airlines, tour & cruise operators, car & hotel suppliers, travel insurance suppliers, etc. We may also share NPI when otherwise required or permitted by law, such as sharing with governmental or other legal authorities. When legally necessary, we ask your permission before sharing NPI about you. Our practices apply to our former, current and future customers.

Please be assured we do not share your NPI to market any product or service. For example, we do not share or sell your name & address information to catalog companies.

The law allows us to share specific NPI, (name/address) with affiliates to market travel products and services. We may also share with companies that help us market our travel products and services, such as vendors who provide mailing services to us. We may share with other travel companies to jointly market travel services and products. When required by law, we ask your permission before we share specific NPI for marketing purposes.

When other companies help us conduct business, we expect them to follow applicable privacy laws. We do not authorize them to use or share NPI except when necessary to conduct the work they are performing for us, or to meet regulatory or other governmental requirements.

Safeguarding Information

We have physical, electronic and procedural safeguards that protect the confidentiality and

security of NPI. We give access only to employees and Independent Contractor Travel Consultants affiliated with our company, who need to know the NPI to provide travel products or services to you.

Access to Information

You may request access to certain NPI we collect to provide you with travel products and services. You must make your request in writing and send it to the address below. The letter should include your full name, address, telephone number and specific information you are requesting access to. If you request, we will send copies of the NPI to you. We may charge a reasonable fee to cover our copying costs.

This section applies to NPI we collect to provide you with travel arrangements, products or services. It does not apply to NPI we collect in anticipation of a claim or civil or criminal proceeding.

Correction of Information

If you believe NPI we have about you is incorrect, please write to us. Your letter should include your full name, address, and telephone number. Your letter should also explain what NPI is inaccurate, why you believe the NPI is inaccurate, and provide the applicable correct NPI. If we agree with you, we will correct the NPI and notify you of the correction. We will also notify any person who may have received the incorrect NPI from us in the past two years, if you ask us to contact that person.

In the rare circumstance that we disagree with you, we will tell you we are not going to make the correction. We will give you the reasons for our refusal.

Contacting Us

For additional information about AAA Northern New England-HTC's commitment to privacy, please contact Kathleen C. Hewins, Executive Vice President/COO, P.O. Box 7140, Portland, ME 04112-7140. You may also email her at khewins@hewinstravel.com. We reserve the right to modify this notice. We will provide you with a new notice if we make material changes to our privacy practices.

AAA Northern New England-HTC is providing this notice to you on behalf of AAA Northern New England-HTC, dba Hewins Travel.