

# KDS Neo and your data

## What is KDS Neo?

KDS Neo, developed and operated by Klee Data System, allows you to organize and manage your business trips, comply with your company's travel policy of your company, store your travel profile and preferences, and manage your expenses. You can access KDS Neo through a website or using a dedicated mobile application.

## What is Klee Data System's role?

You have access to KDS Neo as part of your company's business travel program. Klee Data System (KDS) is service provider to our corporate client, who is either your employer or travel sponsor, or the travel management company they work with to manage business travel.

Under the terms of data protection law, that means that KDS is a data processor, and there is another data controller who determines how your personal information is collected, used and shared.

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The privacy and data protection notices that apply to your company's travel management program apply to your use of KDS Neo. You can find out who your data controller is, and find out how to access their legal data protection notices, by visiting the Resources tab on KDS Neo.

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KDS shares the information in this document to explain how your personal data may be collected, used and shared specifically through the KDS Neo platform. For a full accounting of the legal data protection and privacy terms applicable to your travel information, please be sure to refer to the information provided by your data controller.

## How does KDS Neo handle personal data?

The personal data that you provide or that is collected through KDS Neo is collected, used and shared for the purposes outlined in the privacy notice shared by your data controller. KDS processes this personal data only to:

- provide online travel and expense tools to you, your employer and your travel management company,
- operate, improve and troubleshoot the KDS Neo platform.

## Your profile

KDS Neo stores a travel and expense profile that is used to authenticate you, book your travel and manage expenses. You may share your profile information with us through KDS Neo, or our client may share it with us directly. Your profile may include:

- your identity data (surname\*, first name\*, user name\*, employee number\*, password\*, date and place of birth, passport number),
- your contact details (phone numbers, physical address, personal or professional email address\*),
- your travel preferences, including special categories of information that may be necessary to provide you with accessibility, meal preferences or other requested services,
- your payment information (payment card or account information).

You may choose to provide more information in your profile, including frequent traveler credentials, government identifiers and emergency contact information. Information that is mandatory in your profile is marked with an asterisk (\*).

If your bookings are related to a travel companion, we will also have the information you share about your travel companion.

### **Your travel record**

When you book travel through KDS Neo, we store the details of your travel, such as arrival and departure dates and locations, airline, hotel and car rental details.

### **Expense data**

If your employer uses KDS's expense management services, we store the information you put in your expense claim and may store a feed of your monthly corporate card statements. Your company may also require you to provide your bank account details for reimbursement.

Expense data is exported to a file that is shared with your employer and may be included in their planning, finance or payroll systems.

### **Device data**

We collect information about how you access our services, including your computer's IP address and information that can be derived from it (such as internet provider and general geographic location), your device's unique identifier and other technical information. We also collect information about how you use our websites and mobile applications.

We collect some of this information using cookies and similar technologies, as described in this table:

| N° | Name                      | Purpose  | Duration   |
|----|---------------------------|--|--|
| 1  | kdsauth                   | session cookie for authentication                        | Removed automatically when the user closes the browser |
| 2  | <u>ASP.NET</u> _SessionId | Session cookie to manage the sessions on the server side | Removed automatically when the user closes the browser |

|   |                                 |   |  |
|---|---------------------------------|---|--|
| 3 | kdscolor                        | Session cookies to manage updates                                 | Removed automatically when the user closes the browser |
| 4 | DTC                             | Session cookies to manage server affinity                         | Removed automatically when the user closes the browser |
| 5 | AjaxRequestVerificationToke_Lw_ | Session cookie to avoid CSRF type attacks                         | Removed automatically when the user closes the browser |
| 7 | i18next                         | Session cookie to record the user's language                      | Removed automatically when the user closes the browser |
| 8 | kdsdata                         | cookie used to store the user's preference data for the interface | 6 months   |

When you search for travel, we send the locations of your search to Google using their Maps API to show search results, maps and street view images, choose transport options, and calculate mileage. We have taken technical steps to limit Google's ability to link API requests to individuals or clients on our backend, but to display the requested map or location, they have access through your app or web browser to an IP address and other device data, which they treat as described in the [Google Privacy Policy](#).

## Reporting

As part of our services, we may use travel records and expense data to create aggregated or individual reports of travel and expense activity that allow companies to manage their travel programs and employee expenses. Each report is available only to the company group that you work for, and travel reports may also be shared with your travel management company. Expense reports may also be shared with a sub-processor who supports expense audit services. Reporting on individual travel records may contain any personal data included in your travel records.

## How long does KDS store personal information?

- Travel profiles stay active 12 months from the last booking date. Inactive profiles are retained for as long as your employee record remains in your employer's travel program. Any profile is deleted when the data controller informs us that it is no longer necessary.
- KDS keeps individual travel records for the length of time dictated by the data controller.
- Reporting data is retained for two years.
- As a service to our clients, KDS retains expense data for the time required by applicable tax laws.
- Device data is ordinarily purged within 30 days.