

TRAVELLER PROFILE

To ensure a first class service is provided to you we require some preliminary administrative details. These details will allow us to capture all of your traveller information and respond to your travel request in the manner you expect of us.

Please ensure you complete this form in full & accurately, as this information will be used for your travel arrangements

NAME & BUSINESS INFORMATION

Title

Last Name (as on Passport)

First Name (as on Passport)

Employee Number

Grade

Telephone

Fax Number

Department

Directorate

Cost Centre Code

Email Address

Business Address

EMERGENCY CONTACT INFORMATION

Mobile Telephone Number

Email address

Home Address

Primary Contact (in the event of an emergency)

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TRAVELLER INFORMATION

AIRLINE				
Company	Frequent flyer Membership Number (if known)	Club Membership (if known)	Preferences (Subject to availability)	
1.			Seating:	Please note most airlines do not allow smoking
2.			<input type="checkbox"/> Aisle <input type="checkbox"/> Window	<input type="checkbox"/> Smoking <input type="checkbox"/> Non-Smoking
4.			Special Meal Request:	
5.			<input type="checkbox"/> Low Fat <input type="checkbox"/> Vegetarian	<input type="checkbox"/> Diabetic <input type="checkbox"/> Hallal
6.			<input type="checkbox"/> Kosher <input type="checkbox"/> Vegan	<input type="checkbox"/> Other specify:

HOTEL				
Company	Membership Number	Club Membership	Room Preferences (Subject to availability)	
1.			Special Requests:	
2.				<input type="checkbox"/> Smoking <input type="checkbox"/> Non-Smoking

CAR RENTAL				
Company	Membership Number	Expiry Date	Preferences	
1.			Special Requests:	
2.				

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PASSPORT INFORMATION

It is the responsibility of the individual travellers to ensure that he/she has an up to date passport valid for travel

Passport Name (As it appears on your passport)		Passport Nationality	
		Date of Birth	
Passport Number		Expiry Date	

Signature (or print if returning by email)

Date

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.....

PLEASE PRINT OR TYPE AND RETURN TO

Email: btu@hse.ie

or Fax: 01-8131891

or Post To: Travel Business Unit
National Shared Services
Health Service Executive,
Unit 7 Swords Business Campus,
Balheary Road,
Swords,
Co. Dublin.

TRAVELLER PROFILE

Traveller Profile Compliance Statement

The above has read and agreed to the Data Protection information listed herein

Should you wish email delivery of this profile to American Express then please be aware that this transmission is being conducted via the internet. American Express will use best efforts to ensure the security of this data, however cannot be held liable for any interception of such data.

Traveller Profile Form

Before signing/returning this Traveller Profile form, please read the paragraphs set out below which define how American Express uses information about you for the purpose of providing you with Travel Services and ancillary products and services. Please also be aware that the content of paragraphs 1 (a - e) are essential for us to deliver the service for which you have contracted us.

Use of Personal Information

1. American Express will:
 - a. disclose information about you and Travel Services selected by you to companies within the American Express group of companies worldwide (including its appointed Representatives who provide Travel Services on its behalf). To suppliers, to any person authorised by you and to your employer and receive such information from these parties in order to provide Travel Services, process and collect charges for Travel Services and manage any travel benefits or insurance programmes in which you are enrolled;
 - b. use information about how you use Travel Services to develop reports for use by your employer in order that it may maintain effective travel policies and procedures. The information used to develop these reports may be obtained from this Travel Profile Form, from information on where and how you use Travel Services and information obtained from external sources such as our appointed Representatives, agents and suppliers;
 - c. analyse information about you and your Travel Services charges to assist in managing the provision of Travel Services, authorising charges for them and to prevent fraud;
 - d. store the information provided on your Travel Profile Form on computerised reservation systems which provide reservation services for American Express. This information will be used to provide the Travel Services you request using information provided by you. This information may be accessible to third parties ;
 - e. undertake all of the above both within and outside the United Kingdom and the European Union. This includes processing your information in the USA in which data protection laws are not as comprehensive as in the European Union. When you book or use Travel Services, American Express may also disclose to, or access your information in other countries outside the European Union in which the data protection laws may not be as comprehensive as in the European Union. However, American Express has taken appropriate steps to ensure the same level of protection for your information in the USA and other countries as there is in the European Union.
 - f. Monitor and / or record telephone calls from you or from us to you, either ourselves or by reputable organisations selected by us to ensure consistent servicing levels and provision of Travel Services.
2. American Express uses advanced technology and well defined employee practices to help ensure that your information is processed promptly, accurately and completely and in accordance with applicable data protection law.

If you ask, we will tell you what information we hold about you and provide it to you in accordance with applicable law. There may be a charge for this, as permitted by law.

If you believe that any information we hold about you is incorrect or incomplete, you may write to American Express Services Europe Ltd, Data Protection Office, Dept 2007, Amex House, Edward Street, Brighton BN88 1AH. Information which is found to be incorrect or incomplete will be corrected promptly.

We keep information about you only for so long as it is appropriate for the above purposes or as required by applicable law.

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