

TRAVELLER'S PROFILE, new

TRAVELLER'S PROFILE, update

Send to: [profiler@carlsonwagonlit.dk](mailto:profiler@carlsonwagonlit.dk) or fax: 3271 4587

Employee/requisition no.:

It is the aim of Carlson Wagonlit Travel to offer the best and most personal travel service at all times. To enable us to do so, we need the information requested below. According to the Danish laws for the registration of personal data, we need your approval and signature in order to register this data in our systems. [Please see detailed information on Page 2.](#)

**\* IMPORTANT! Always make sure that the traveller's name is identical to that in the passport and on the bonus card. Email is mandatory.**

Company name		CWT Account No.		
Address		Tel.		
Postal code/City		Fax		
Name of Travel Officer		Email		
Name of traveller * (Full name as in your passport)		Tel.		
First name:		Mobile		
Last name:		Email		
Home address		Postal code/City		
Position (in English)		Nationality		
Passport no. *		Date of issue		Issued by
Date of expiry		Date of birth		Place of birth
Car hire company/your card no.		Preferred car/class/size		
Car hire company /company's card no.		Preferred car/class/size		
Hotel card(s)				
EuroCard, no.		Date of expiry		
MasterCard, no.		Date of expiry		
Diners, no.		Date of expiry		
VISA no. (not Dankort!)		Date of expiry		
American Express, no.		Date of expiry		
Main travel destinations		Special meals (if any)		
Bonus programme/card no. * (NB: Full name/ as in your passport. Please also remember to add your card-level at SAS, e.g. "EBB")				
TPC no.				
Do you book online? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Preferred seating (only one priority per field)		Non smoking (N)	Smoking (S)	Window (W)
Left side of the wing (L)	Right side of the wing (R)	Forward of the wing (F)	Rear of the wing (T)	Bulkhead (B)
Comments				
<b>Quick and simple hotel check-in with Carlson Wagonlit Travels "check-in-slips"</b> To simplify the hotel registration process, Carlson Wagonlit Travel has produced a self-adhesive "check-in-slip". This slip contains details of your name, address and passport no., etc. Then you no longer have to write these details every time you check into a hotel – you simply use your pre-printed check-in-slip.				<input type="checkbox"/> Please print hotel check-in slips. Price 57 Dkk for a packet of 24.  (If yes, all personal information needs to be filled out)
<hr/>				
Date	Place		Signature	

**CARLSON WAGONLIT TRAVEL  
DATA PROTECTION STATEMENT  
(according to Danish law)**

**I understand that Carlson Wagonlit Travel (“CWT”) is the travel agency of my employer. I acknowledge that as a travel agency, CWT collects, processes and secures the personal data which I provide to CWT or which it otherwise obtains, in order for CWT to make the necessary reservations in relation to my travel plans (« travel data »). The travel data includes such information as my name, address, e-mail address, credit card references, travel destinations, travel schedules, travel profile (including my travel preferences for seating assignments, smoking or non-smoking accommodations, meals).**

I hereby give my explicit consent to CWT for the collecting, handling and processing of my travel data on the understanding that it will only be used for travel purposes. I also give my consent to CWT to send me information on travel products and services it may be able to offer me.

I further agree that CWT may transfer the travel data to (a) the various travel suppliers (including airlines, hotels, car rentals) and computer reservation systems for the purposes of making the reservations for my travel plans, (b) my employer as part of the management information reports (such as consolidating my travel data to summarize and analyze travel trends, compliance with my company’s travel policy) requested by my employer, (c) third parties (inside or outside of my country) for the purposes of making reservations for my travel plans, consolidating my travel data to produce reports which summarize and analyze travel trends, collecting payments related to travel reservations made by CWT, and auditing the services of CWT (only as requested by my employer), and (d) databases of CWT.

**My consent is based on the assumption that CWT (a) meets the requirements of the data protection laws of the countries where CWT processes my travel data, (b) applies the travel policy of my employer, (c) takes the necessary measures to ensure that any party handling the travel data outside of such countries agrees in writing to comply with the data protection laws concerned because other countries may not have similar laws, and (d) does not keep it for any longer than necessary.**

If CWT provides me with a form of profile or other request for personal data, I may state that I do not want to provide information in which case CWT will not know my personal travel preferences and may not be able to provide travel services to me. I agree that I shall at all times provide correct information to CWT and shall update the information when necessary in writing.

**At my request, CWT shall provide me with copies of the travel data and shall make changes to the data on my written instructions. I understand that I can contact CWT at my regular CWT office and I can also obtain further information on CWT’s travel data collection and handling practices (including my rights to access information held by CWT) in CWT’s Data Protection Policy, which is available on the CWT web site (as updated from time to time).**

