

TRAVEL AND OUR DATA BAGGAGE

The **Organiser's Activity Book** is a series of activities to help you explore when, where and how personal information is created and shared, what alternatives there are and how to balance the benefits and risks for you and the people you work with. At the end you have the opportunity to make **Your Data Policy**, a context-specific data policy for your events.

In this chapter you will discover:

- ☐ **Personal information collected by different transport options**
- ☐ **Data collected when booking flights**
- ☐ **Data collection for visa application**
- ☐ **Ensuring data protection from a travel agency**
- ☐ **What personal information may be involved when booking accommodation**

WHY WE TRAVEL

There are many different reasons that we travel, or ask others to, when involved in social action. These include attending meetings face to face with stakeholders, bringing people to a public demonstration or delivering capacity building workshops. You may only travel in your local area, or you may often travel across the world. Whether far or near, there are many aspects of travelling that involve the creation and collation of personal data.

There are also many reasons not to travel such as to protect the environment, during a global health crisis or because we take care of children or other dependents. If you choose not to travel, or your participants do, you can look at our chapter on **online meeting tools** (upcoming). Even in these cases you may travel locally, or be involved in organising someone's travel to visit you, so this chapter could still be of use.

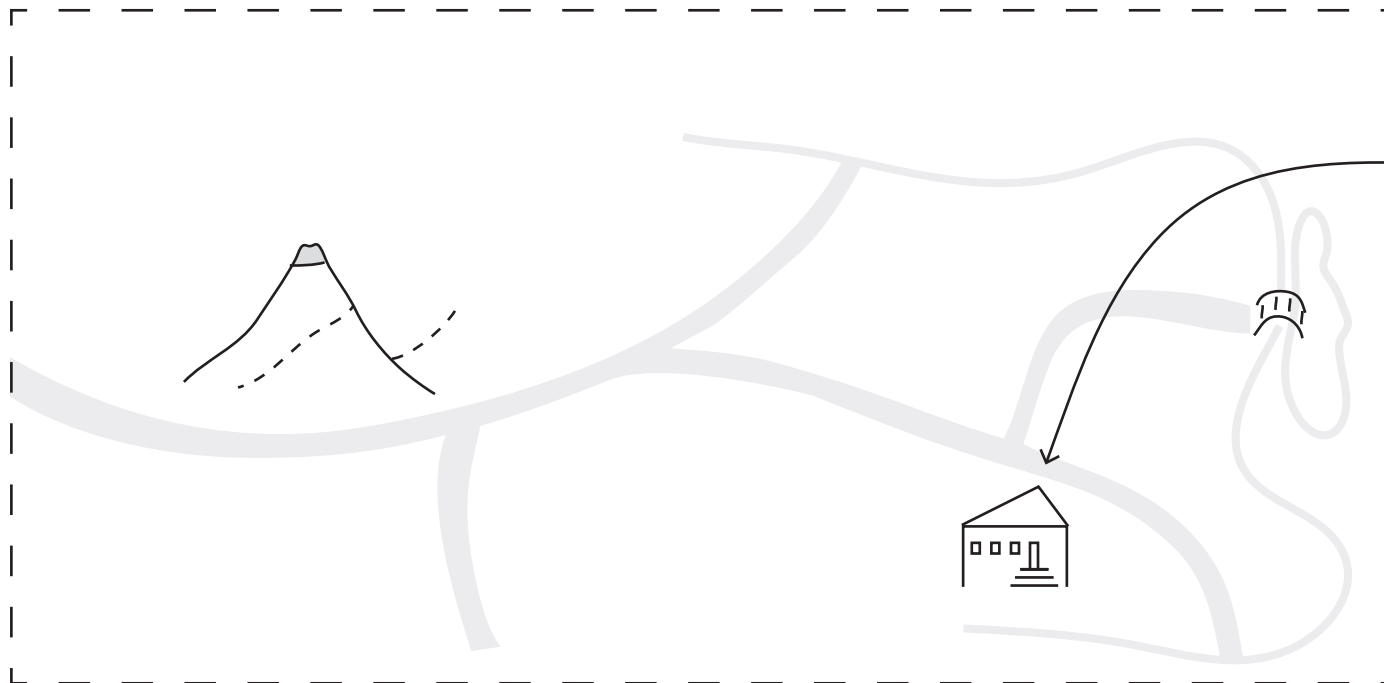
This chapter presents some of the factors to consider regarding personal data when travelling. Throughout the exercises remember that travel environment changes. There may be new border checks, local transport timetables, and accommodation regulations.

It may be good to start with a few ideas in your mind of why you travel. Choose either places you have travelled to for social and political action or places where your organisations has held events. Write down destinations and reason for travel for different points on the map below. Add features such as hills, trees and buildings to include more destinations. If you want, add the modes of transport to each location.

Remember this page contains sensitive information once filled in, which may affect how you store it or throw it away.

*e.g. training for
journalists, Argentina*

*e.g. meeting at local
partner's office*



LOCATION, LOCATION, LOCATION

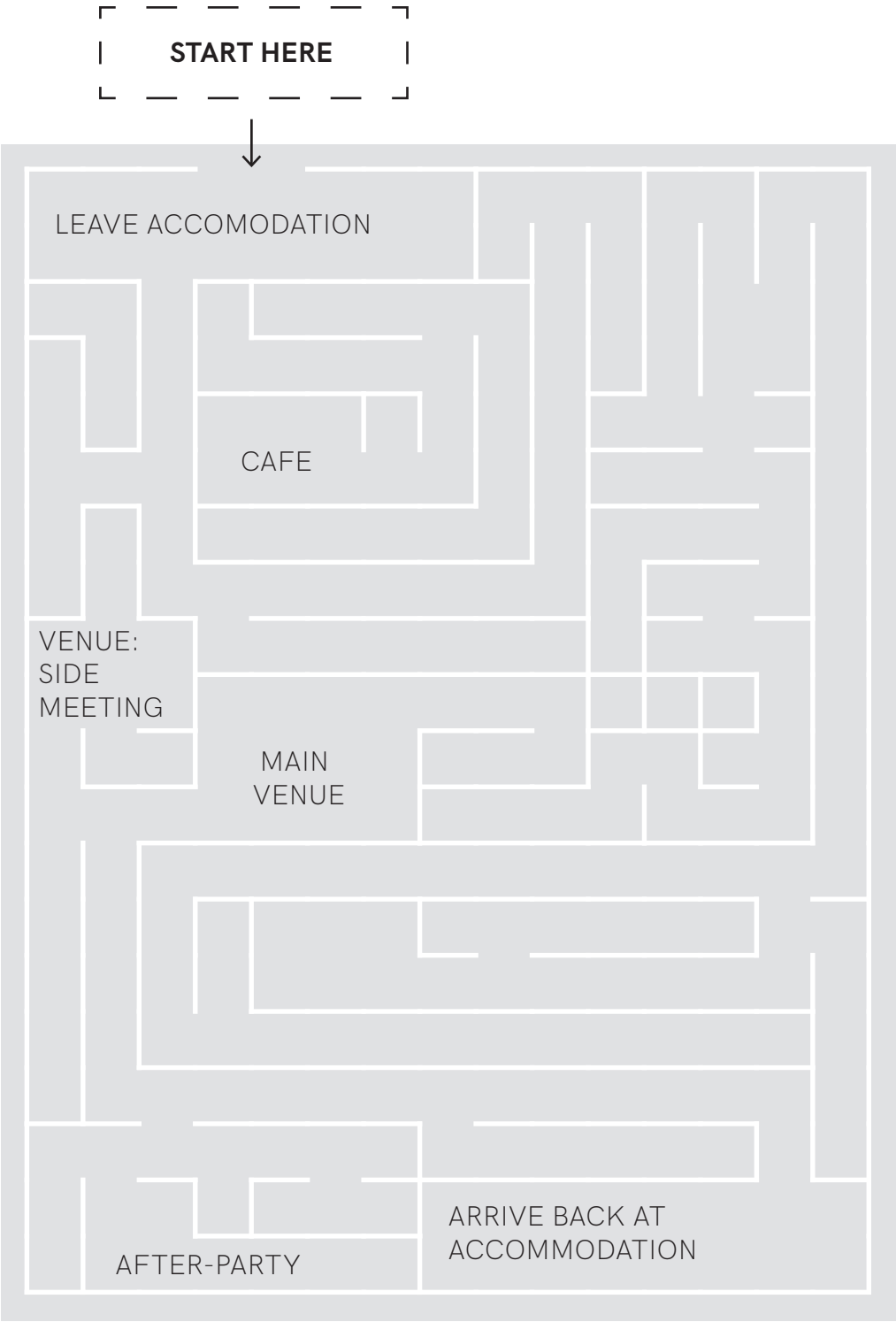
Whether a workshop, training or conference is held locally or far from home, there may still be travel between several locations that needs to be considered.

Travel around the map on the side and trace the potential journey of a participant. As you reach each location, think of the types of personal data that could be collected there. There are a few prompts below to start you off. Continue to add to these in **Your Data Policy** at the end of the chapter.

	ID checks en route to location?	Sign in sheet at the location?	WiFi is owned by a third party?
Accommodation			
Cafe			
Main Venue			
Venue: Side Meeting			
After Party			

The personal data collected at each of these locations may be a greater or lesser risk for your participants. If you want a reminder of how to evaluate the different risks for your context head to the first chapter in this series: **An Introduction to Personal Data and Events**.

Consider how you might mitigate risks such as by using the office of a trusted partner or providing your own transport. Whatever you decide to do, consider how you can inform your participants about what personal data may be collected on them, so they can evaluate the risks for themselves too.



TRACKING TRANSPORTATION

Use different colours to show different levels of risk for your participants

Participants will have to travel to events, demonstrations or trainings and the mode of transport they choose can leave a trace of where they came from and where they were travelling to. In the table below, answer the questions in the top row with yes or no, for each type of transport. If you don't know the answer check out the transport provider websites or ask others who have experience in this area. Add additional risks and transport options relevant to the area of your event...



...once you've filled this table in with all the options, you might choose a venue or location based on how easily and safely it can be reached. And when you fill out **Your Data Policy** at the end of this chapter, remember to add what elements of personal data could be collected depending on how the participants travel.

Means of transportation	Do you have to provide the participants' real name to make the booking?	Is it necessary to pay with a debit/credit card or bank account, and therefore to leave financial traces?	Are identity checks by police or other authorities likely on this route?	Are there CCTV cameras along this route?	
Airplane					
Bus					
Train					
Rented Car					

FLIGHT SEARCH

We sometimes have to fly to attend events, participate in meetings or carry out other elements of organising. When we book a ticket, we are assigned a PNR (Passenger Name Record). Do you know what data is stored in these records? Try to find them in this word search. Answers can be forwards, backwards, up, down, and diagonal.

A P N X T I C J T A F F R I X P S M R F

B S K N L C A N H N T I Y N G A E G E R

T R A V E L I T I N E R A R Y S T O B E

L M V G W K J D A K M M Q E G S A S M Q

E P S S C Y G X Y C Z V Y M E P D H U U

G Z K E A L L G Z H O B C A N O L O N E

R I H B A G G A G E H D H R P R E W E N

W C K D P I D B B L I F E K R T V N N T

B O O K I N G D A T E S S S M Z A O O F

N U M B E R O F P A S S E N G E R S H L

E D O C R O T A C O L V F N L V T H P Y

S S E R D D A L I A M E D X C U T O E E

W Y H N D R S M Q G V X R R F C F W L R

N O I T A M R O F N I T E K C I T A E S



Carry on to the next page to find out more...

Personal Information	Details stored in Passenger Name Records
name	e.g. passenger name, family name, given name, additional passengers' names
address	e.g. contact address, billing address, emergency contact address, mailing address, home address, (sometimes) intended address in visited state
telephone number	e.g. telephone number of passenger, person making the booking, person paying, emergency contact...
email address	e.g. e-mail address of passenger, person making the booking, person paying, emergency contact...
passport	e.g. name on passport, date of birth, sex, nationality, passport number
frequent flyer	e.g. frequent flyer account number, elite level status...
locator code	PNR file locator number, booking reference number, reservation tracking number
number of passengers	when travelling with other passengers on the same booking
travel dates	e.g. departure date, arrival date, PNR first travel date, 'first intended' travel date, date of first arrival (some countries)
booking dates	e.g. PNR creation date, booking date, reservation date, PNR last modification date, ticket issue date, late booking date for flight
ticket information	e.g. date of ticket issue/purchase, selling class of travel, issue city, ticket number, one-way ticket?, automatic fare quote fields
travel itinerary	e.g. flight itinerary, origin city/board point, destination city, cancelled segments, layover days, flown segments, flight information, flight departure date, arrival port, inbound flight connection details...
payment	e.g. form of payment (cash, electronic, credit card number and expiry date, prepaid ticket advice (PTA), exchange), details of person/agency paying for ticket
check in	(available only after flight close-out) check-in security number, check-in agent ID, check-in time, check-in status, confirmation status, boarding number, boarding indicator, check-in order
seat	e.g. seats requested in advance, actual seats (availably only after flight close-out)
baggage	(available only after flight close-out) number of bags, bag tag number(s), weight, all pooled baggage information (if travelling with bags together in a group), head of pool, number of bags in pool, bag carrier code, bag status, bag destination/offload point
travel agent	e.g. travel agency details, name, address, contact details, IATA code
go-show no-show	(available only after flight close-out:) no-show history or go-show identifier
remarks	all information in general remarks section (free text)
IATA codes	all International Air Transport Association codes (IATA)

PNR SCAVENGER HUNT

Now you know what data can be created and what personal data you are asking participants to give away if they need to fly to your event. Keep in mind these categories might be added to or taken away from depending on global context, crisis and country-specific requests.

Even if we cannot 'see' information in the barcodes or sequences of letters and numbers on our plane tickets, other people may be able to derive meaning from them, including the PNR information recorded above. Security researchers were able to go to Instagram, and use people's photos of their boarding passes to access the traveller's booking and PNR (for more information follow the link below). This could happen to any of your participants if they publicly share their boarding pass. Check out how the researchers did on the right hand side of this page.

If you want to, find a friend or colleague and play with one of your own boarding passes. If you see someone you know post their boarding pass online, let them know the risks.

Other personal information is on our tickets too, and any PNR could contain further information in the field for extra notes depending on the country's requirements, such as our health status during a global pandemic. Consider this in **Your Data Policy** at the end of the chapter so you can alert your participants or mitigate any risks that might be generated by this data being collected.



Read more of this story in Tactical Tech's research on our travel data, available at <https://ourdataourselves.tacticaltech.org/projects/data-and-activism/>

The security researcher's method:

STEP 1

Many airlines only require a traveller's last name and booking reference number to log into their customer portal. Look for a widely used airline company who uses the same mechanism (tip: such as Lufthansa or easyjet)

STEP 2

Search for photos of boarding passes online (e.g. image search, instagram #boardingpass, ...) and look for one from the airline you chose in step 1.

STEP 3

Take a screenshot of the barcode on the boarding pass.

STEP 4

Read the PNR code with a barcode scanner, which you can find in your phone's app store. Look for the person's last name and booking reference.

STEP 5

Use this information to try and log in on the airline's website.

VISA BINGO

If participants have to travel to another country to attend an event, they may need to get a visa. Different countries ask for different types of personal data in the visa application process. Check out the starred boxes on the right to see which letter corresponds with which collected data. Draw a line from each letter to the country you think requires that personal information in the visa application process.



*The Schengen Area Countries are 26 neighbouring European countries which opened their internal borders to each other

Information Type	Details	A	B	C	D	E	F
Basic personal information	Full name, date, place of birth, sex, nationality	*	*	*	*	*	*
Contact information	Residential address, telephone number, email	*	*	*	*	*	*
Travel History	Details of attempted, and actual, travel to the country and others visited	*		*	*	*	*
Family Information	Father and Mother's details including full name, nationality, and date of birth, details of other immediate relatives in the country and their occupation	*		*		*	*
Details of Visit	Purpose of visit, arrival and departure date and time, arrival flight, location you plan to visit, accommodation name	*	*	*	*	*	*
Education	Any post-secondary studies (dates, field of study, school name, country)	*					*
Employment	Current employment details (status, income, occupation, employer), previous employment details if governmental or charitable organisations	*	*	*	*	*	*
Health	History of various health conditions including cancer, tuberculosis, syphilis, drug abuse, physical or mental disorders and others	*		*		*	*
Criminal Record	Details of criminal record	*	*	*		*	*
Military History	Countries where you serve(d), dates and positions	*					*



The visa requirements can change, so it's worth researching them before you plan an event. This may mean you choose to plan your event in a country with fewer requirements or plan for some participants to attend remotely.

Answers: A - Canada; B - Mexico; C - The Philippines; D - Schengen Area; E - UK; F - US

INTERVIEW YOUR TRAVEL AGENT

Travel agents have the resources and expertise to help manage various aspects of logistics for large groups, from transport to accommodation. However, by involving them, you add an extra party who will have access to your participants' data. Call your travel agent, find out what information they collect and for what purposes.

START HERE

To whom am I speaking?
What is your job title?

Great, can you help me with questions about your data policies?

Yes

No

Thank you, my first question is, if I booked flights for participants of an event with your agency, what information would you ask from me?

How important do you personally find privacy and security on a scale of 1 - 10?

Anything else?

Thank you, and who do you share this information with?

Can I contact your organisation with some materials on this topic?

Would you like to explore more of these issues?

Okay, and what do you need each of these pieces of information for?

Is there anyone else? What software and services are you using?

Thank you for your time, I can share materials from Tactical Tech if you want to know more about the topic.



Once you're done, you can choose which travel agent to work with, or how much you are willing to share with them. Record this information in **Your Data Policy** at the end of the chapter.

BOOKING ACCOMMODATION

Various risks and benefits need to be weighed up when you book accommodation. Consider the following questions, and write their answer in each corresponding box. Add other types of accommodation and questions you might have using the empty spaces. Weigh up how important each of the questions is to you. If you want, add their level of importance for your event from high, medium, or low in each box.

Consider which circumstances might change regulations and how such as during a pandemic, after a natural disaster, or if the country has a sudden and controversial change in political leadership.

From this you can choose which accommodation is best for you and your participants. It may be that you choose different options for different participants. This may also help you think about who else might have information about your participants. In **Your Data Policy** at the end of the chapter, make sure you include any person or company you think of, including accommodation owners.

Would booking accommodation under your name reduce the need for participants to share their personal details?

	Is the area safe for your participants?	Can you book under the organiser's name rather than the participant's?	Do they require participant's name, passport number and country of origin?	Is it close to the venue?	
Hotel					
AirBnB					
Local contact's home					

REFLECTIONS

Take a minute to reflect on how you are feeling. Have you learnt new information through The Organiser's Activity Book? Think about the last time you travelled to an event - is there anything you will change now? How do the activities make you reflect on how you handle other people's information? Is there anything you are more nervous about? Do you have practical steps you want to take to change your data practices?

Use this space
if you prefer to
draw, colour, or
doodle
instead!



If you checked out the chapter **An Introduction to Personal Data and Events**, at <https://ourdataourselves.tacticaltech.org/projects/data-and-activism/> look at your answer to the exercise called **Your Motivation to Learn About Personal Data** and see if your ideas have changed.

YOUR DATA POLICY

Now that you've completed Travel and Our Data Baggage, **you can begin to create your own data policy. You can keep** Your Data Policy on hand for your own reference and to share with attendees and partners so they can make their own risk assessments. To start making your data policy, answer the questions in the boxes. Don't worry about covering everything straight away, just add anything you can think of from big to small.

1: Write a list of all the data you might collect such as: participant names, participant travel data, participant dietary requirements, the speakers' details, financial details.

2: Write a list of everyone you need to share it with such as: partners, cloud providers, funders, other participants

You might want to create a new box for each individual bit of data from question 1. From here, ask yourself what risks are involved with everyone who you choose to share it with. This can dictate what software you choose to use, what you decide is not worth the risk, as well as what data you might decide not to gather. Note the risks involved with any you choose to work with.

3: For the data you decide to keep, when will you delete the data? If it is shared with someone else, when will they delete the data?



Once you're done, look back through the exercises. Is there anything you've missed? How will you be transparent about the risks that remain for your participants within your data policy?

Now head back to the list on the first page of what you will discover in this chapter. Do you feel you began to learn what you wanted to? What's missing? What would you like to learn more about? Heading to the other chapters, which all have their own data policy section, at <https://ourdataourselves.tacticaltech.org/projects/data-and-activism/>.

1 What personal data do you need?

2 Who will you share the personal data with?
Who else can access the data?

3 When will the personal data be deleted?
When will those listed in 2 delete the data?
