

## Company Policy

### Protection of Personal Data – Company sale

This following document sets forth the Privacy Policy for The Australian Educational Travel Company, website, [www.educationaltravelcompany.com.au](http://www.educationaltravelcompany.com.au)

#### **Information we collect:**

We ask for certain information such as your name, birthdate, address, phone number, email address, passport details, medical condition, dietary requirements. We ask only for the information that is pertinent and necessary to ensure you meet with all national and international laws and regulations applicable to your journey.

#### **Sharing of your personal information**

We may occasionally hire other companies to provide services on our behalf, including but not limited to airlines, hotels, tour operators, guides, restaurants etc on tour. Those companies will be permitted to obtain only the personal information they need to deliver the service. The Australian Educational Travel Company takes reasonable steps to ensure that these organisations are bound by confidentiality and privacy obligations in relation to the protection of your personal information.

#### **Protecting your personal information**

Your personal information is securely stored at the offices of The Australian Educational Travel Company. It is stored only for the duration of your journey and until such time as your tour has been completed and all post tour processes have been completed.

#### **Destroying of personal information**

Your personal information will be shredded & recycled at the time when it is no longer required for record keeping, taxation purposes or post tour finalisation.

In the event that the Company is sold, it is our policy to never 'on sell' personal information that has been collected in the course of business prior to the sale of the Company.

In the event that the Company is sold, all personal data will remain the property of the original owners, and will be kept securely until such time as it is no longer needed at which time it will be shredded and recycled.

#### **Contacting us**

The Australian Educational Travel Company welcomes your comments regarding this Privacy Policy. If you have any questions about this Privacy Policy and would like further information, please contact us at any of the noted addresses below.