



**GLOBAL JOURNEYS, ACADEMY OF LEARNING**  
**MINISTRY OF EDUCATION BSID# 885651**

**Our Programs**  
**Privacy Policy**

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### **OUR COMMITMENT TO PRIVACY**

Protecting the privacy and confidentiality of personal information is an important aspect of the way Global Journeys Academy conducts its business. Collecting, using, and disclosing personal information in an appropriate, responsible, and ethical manner is fundamental to Global Journeys Academy daily operations and to demonstrate our commitment to the privacy of personal information provided to us we have created this privacy statement.

Global Journeys Academy strives to protect and respect personal information of its participants, clients, employees and business partners, in accordance with all applicable regional and federal laws. Each staff member of Global Journeys Academy must abide by our organization's procedures and practices when handling personal information.

### **APPLICABILITY**

This Privacy Policy informs everyone of our commitment to privacy and is designed to explain how we collect, use and safeguard personal information that you provide to us and applies to all personal information within our possession and control.

Personal information is defined as any identifying information about an individual or group of individuals, including name, date of birth, address, phone number, e-mail address, nationality, gender, passport information, academic information and history, health history, credit card numbers, payment records, opinions, and personal views.

Business information is defined as business name, business address, business telephone number, name(s) of owner(s), executive officer(s), and director(s), job titles. Business information is treated and handled with the same level of confidentiality, privacy, and respect as personal information.

Consent occurs and is obtained when an individual signs an application or other form containing personal information, thereby authorizing Global Journeys Academy to collect, use, and disclose the individual's personal information for the purposes stated on the form or in the Appropriate Use section of this policy.

- Implied consent is granted by the individual when he/she signs the application or related forms. This allows Global Journeys Academy to advise a student's respective school of participation in our program and to provide accrediting institutions with participant's information in order to issue report. By using our website you are consenting to our collection and use of personal information as described in this Privacy Policy.

### **APPROPRIATE USE**

Global Journeys Academy collects and uses personal information solely for the purpose of conducting business and developing an understanding of its participants. Global Journeys Academy hereby asserts that personal information will only be used for the following purposes:

1. To administer our business activities, provide the services you requested, and process payments.
2. Based on the Consent Form signed by participants and parents, to use photographs and videos of participant(s) for marketing and promotional efforts on brochures, flyers, website and presentations.
3. To notify you of important changes to our website, new services or promotions that we think you may find valuable and useful.
4. To provide your school with relevant information about your participation, report card and transcript.

## **POLICY STATEMENTS**

1. Global Journeys Academy assumes full accountability for the personal information within its possession and control.
2. Global Journeys Academy obtains personal information directly from the individual to which the information belongs. Individuals are entitled to know how Global Journeys Academy uses personal information and this organization will limit the use of any personal information collected only to what is needed for those stated purposes. Global Journeys Academy will obtain individual consent if personal information is to be used for any other purpose. Global Journeys Academy will not use that information without the consent of the individual.
3. Under no circumstances will Global Journeys Academy sell, distribute, or otherwise disclose personal information or contact lists to third parties. However, limited disclosure may be required as part of Global Journeys Academy fulfilling its stated business duties and day-to-day operations. This may include consultants, suppliers, or business partners of Global Journeys Academy, but only with the understanding that these parties obey and abide by this Privacy Policy, to the extent necessary of fulfilling their own business duties and day-to-day operations.
4. Global Journeys Academy will retain personal information only for the duration it is needed for conducting business. Once personal information is no longer required, it will be destroyed in a safe and secure manner. However, certain laws may require that certain personal information be kept for a specified amount of time. Where this is the case, the law will supersede this policy.
5. Global Journeys Academy vows to protect personal information with the appropriate security measures, physical safeguards, and electronic precautions. Global Journeys Academy maintains personal information through a combination of paper and electronic files. Where required by law or disaster recovery/business continuity policies, older records may be stored in a secure, offsite location.
  - Access to personal information will be authorized only for the employees and other agents of Global Journeys Academy who require the information to perform their job duties, and to those otherwise authorized by law.
  - Global Journeys Academy computer and network systems are secured by complex passwords. Only authorized individuals may access secure systems and databases.
  - Active files are kept in locked filing cabinets.
  - Routers and servers connected to the Internet are protected by a firewall, and are further protected by virus attacks or “snooping” by sufficient software solutions.

**6.** Our website will include our Privacy Policy and disclose our personal information practices.

Individuals inputting data into the website will be notified of:

- Personally identifiable information about the individual that is collected from the website or through affiliate sites.
- Information about the organization collecting the data.
- How the data will be used.
- With whom the data may or may not be disclosed.
- What options are available to the individual regarding the collection, use, and disclosure of personal information?
- The information technology security procedures in place that protect against the destruction, loss, theft, alteration, or misuse of personal information under Global Journeys' possession and control.
- How the individual may access and correct any inaccuracies in their personal information.
- Global Journeys Academy does not collect personally identifiable information from any individual known to be under the age of 13. Minors can only use our services in conjunction with permission and guidance of parents and/or guardians.
- Global Journeys Academy may share compiled demographic information with its business partners and/or advertisers, but no personal information that can identify any individual person shall be disclosed.
- This website may contain links to other sites, but Global Journeys Academy is not responsible for the privacy practices of other organizations' sites. When you use a link to go from our Website to another website, our Privacy Policy is no longer in effect.
- While IP addresses will be logged in order to administer the site, track visitor movement, and gather demographic information, these IP addresses will not be linked to any personally identifiable information.
- Any registration or order form asking site visitors to enter personal or financial information will be protected by SSL encryption.
- Site visitors are given the choice to opt out of having their personal information used at the point where the information is gathered.

**7.** In most instances, Global Journeys Academy will grant individuals access to their personal information upon presentation of a written request and satisfactory identification. If an individual finds errors of fact with his/her personal information, please notify Global Journeys Academy as soon as possible to make the appropriate corrections. Should Global Journeys Academy deny an individual's request for access to his/her personal information, Global Journeys Academy will advise in writing of the reason for such a refusal. The individual may then challenge the decision. Only participants, parents and/or legal guardians can make this request.

**8.** Global Journeys Academy may use personal information without the individual's consent under particular circumstances. These situations include, but are not limited to:

- Global Journeys Academy is under obligation by law to disclose personal information in order to adhere to the requirements of an investigation.
- An emergency exists that threatens an individual's life, health, or personal security.
- The personal information is for in-house statistical study or research.
- The personal information is already publicly available.
- Disclosure is required to investigate a breach of contract.

**9.** Correspondence through email may be retained along with your email address and our responses. We provide the same protections for any electronic communication as we do with communication or information received by mail, fax, and telephone.

**10.** Websites utilize a standard technology called “cookies and web server log files” to collect information about how websites are used. Global Journeys Academy’s website follows the same process and information gathered through cookies and web server logs may include the date and time of visits, the pages viewed, materials that have been copied from our website, and time spent at our website.

Cookies, in conjunction with our web server’s log files, allow us to calculate the number of people visiting our website and which parts of the site are most popular. This helps us gather feedback to constantly improve our website and better serve our clients. Cookies do not allow us to gather any personal information about you and we do not intentionally store any personal information that your browser provided to us in your cookies.

Browsers are usually set to accept cookies. However, if you would prefer not to receive cookies, you may alter the configuration of your browser to refuse cookies. If you choose to have your browser refuse cookies, it is possible that some areas of our site will not function as effectively when viewed by the users. A cookie cannot retrieve any other data from your hard drive or pass on computer viruses.

IP addresses are used by your computer every time you are connected to the Internet. Your IP address is a number that is used by computers on the network to identify your computer. IP addresses are automatically collected by our web server as part of demographic and profile data known as traffic data so that data (such as the Web pages you request) can be sent to you.

#### **CHANGE IN OWNERSHIP**

In the event that the website (or a substantial portion of its assets) is acquired, your information would be considered part of those assets, and may be part of those assets that are transferred. We reserve the right to amend this Privacy Policy at any time with or without notice and will post changes to the Privacy Policy on our website.

#### **CONCLUSION**

Any questions or concerns regarding this Privacy Policy can be addressed by contacting us by email or via our website at [www.global-journeys.com](http://www.global-journeys.com), and by telephone at 905-812-0912.

Global Journeys Academy will investigate and respond to concerns about any aspect of the handling of personal information and this organization will address concerns to the best of its abilities.