

**Data protection –
Study Nelson Ltd.
NZdirect – Inbound travel agency**

Collection and processing of personal data from students enrolling in our student tours and their parents

Updated: Mai 2018

NZdirect requires certain personal data from the students who wish to join one of our international student tours. We only collect data that is needed to provide the services advertised on our website.

This overview is to inform you about the purpose and scope of our data processing. Students and their parents should read this carefully.

1. Contact and Information regarding questions about data protection

Should you have questions regarding this overview or our data processing please do not hesitate to contact us under tours@nzdirect.co.nz. If required we will provide you with information about what personal data is on file and how we use it.

2. Purpose and scope of our data processing

2.1. collection and processing of personal data (student and parents)

The main purpose for personal data processing is, so that NZdirect can enroll the student in our tour and provide the tour services as laid out in the tour itinerary on our website as well as to send our post tour newsletter. Specifically, NZdirect needs the personal data to book activities, flights, accommodation, to arrange meals during the tour as well as knowing medical requirements to provide care in emergencies during the tour. Furthermore, NZdirect needs personal data from the parents (Name, phone number and e-mail address) in case of emergency. The information provided during enrollment will only be provided to third parties where it is needed to book the requested services (e.g. extra activities).

The required personal data is obtained during the enrollment process through our booking form.

- Booking form
 - Students name
 - Phone number(s)
 - E-Mail address
 - Gender
 - Date of birth
 - Address
 - Nationality
 - Parents e-mail
 - T-shirt size
 - Dietary requirements

Some further data is collected after successful enrollment:

- Parent permission form
 - Medical requirements student
 - Parents address, name and phone number

- parent travel
- international student tours
- educational group tours

In cooperation with Study Nelson Ltd trading as NZdirect.

We obtain medical data only for providing care during the tour and will not pass the information given on to third parties unless necessary for the care of the student (e.g. to a paramedic/doctor).

During the tour, we also use social media like Whatsapp to stay connected and communicate with the students and to help provide our services.

Further data might get collected before or during the tour, should it be necessary for the fulfillment of the agreed services.

After the tour NZdirect uses the contact information of the students and parents to send out a one-off post-tour newsletter.

4. Recipients of data; policy of data processing

Recipients of data are our tour guides, accommodation and activity providers as well as paramedics/doctors if required. The recipients only receive data that is relevant to them for the fulfillment of the agreed upon services. While transmitting personal data, NZdirect ensures that safe transmission paths are used.

5. Responsible authority for data processing

The responsible authority for the collection and processing of data is NZdirect. When data is transmitted to other parties (e.g. accommodation and activity providers) they will also be a responsible authority.

6. Retention period for data

NZdirect retains data of students and their parents only as long as it is needed for organisational reasons and within legitimate timeframe stated in the data protection laws. Due to legal retention periods, this will be until the end of the seventh year after the tour.

7. Collection and processing of sensitive data

NZdirect requires to collect sensitive data such as medical requirements, to ensure the ability to care for the student during the tour. The collection of such data is only allowed after permission from the parents/legal guardians for underaged students. We therefore ask for this information and the parental permission on our „parents' permission form“ and require a signature for this.