

ATA Privacy Policy

Academic Travel Abroad (ATA) respects your privacy and protects the information we receive from you. We have created this Privacy Policy to outline what kind of information we collect from you, what we do with that information, and the choices you have in providing information to us. Please contact ATA with any questions or concerns.

This policy applies to all of ATA's divisions and brands, including CET Academic Programs and Professionals Abroad.

The information we collect

ATA collects two kinds of information from you when you visit any of our websites (academic-travel.com, cetacademicprograms.com and professionalsabroad.org) and CET's online account management system.

First, we automatically collect information from you any time you visit an ATA webpage. This information is non-personally identifiable and may include data about your hardware devices, geographic location based on IP address, browser type, use of our website, and referring third party websites.

Second, we collect the information that you provide when you:

- 1) Interact with a promotional email,
- 2) Submit any form—either hardcopy or electronic, or
- 3) Either send to us, or ask a third party to send to us, any information we request. When completing our hardcopy forms or the electronic forms on our websites or online account management system, you may disclose to us:
 - personal and contact information
 - identity information
 - financial information
 - health information
 - information about your educational background, performance and goals
 - other information necessary for participation in an ATA program

How we use the information we collect within ATA

ATA may use the information you provide to:

- Understand the way our websites and online account management system are used, and the way our products are selected.
- Improve our websites, online account management system, internal operations and products to better suit your needs.
- Assess your suitability for an ATA program and/or CET scholarship award.
- Contact you with relevant information about ATA products and/or resources.
- Prepare ATA staff for your participation in an ATA program.

- Promote ATA products via appropriate channels, such as website, email, blog posts, printed media, visits, etc.

The information we may share with others

We do not rent or sell our mailing list, and we do not share information with third parties for their direct marketing purposes.

We do not distribute information about you to third parties, with the following exceptions:

- We may provide information to our service providers, including but not limited to host and partner organizations, tour providers and insurance providers, so that these third-party organizations can perform the services we request of them.
- We may share health and dietary information with travel providers such as hotels and bus companies to help meet your needs and preferences while traveling.
- We may share health information with insurers and health providers as needed to provide you with medical treatment, especially in an emergency.
- We may post some information about you, including but not limited to your name, your home institution or a photo/video/blog post/film that includes or references you, to our websites or otherwise use it to promote ATA products in print, online or in person. You may opt out of ATA's use of your image and information for marketing purposes by contacting us at the phone number or address below.
- We may provide information to US embassies overseas, foreign consulates and/or foreign law enforcement organizations in order to obtain visas or visa documentation and/or register individuals in the host city for safety purposes.
- We reserve the right to share information about our customers and/or website users to any other third party when such disclosure is necessary to comply with the law.

Our use of website cookies

We use internal cookies for session maintenance when you provide information to an ATA website or online account management system. A "cookie" is a small string of text that is sent to your computer hard drive or device that can collect data regarding your operating system, browser type, device type, mobile device ID, screen resolution, IP address and other technical information. Cookies can also enable us to track and target the interests of our users to enhance their experience on our site. Cookies, by themselves, do not personally identify users unless you choose to provide that information. Cookies do identify a user's computer. Any information that is obtained through a cookie is information that you have voluntarily submitted through the site.

You may accept or decline cookies. Most web browsers automatically accept cookies, but you can typically modify browser settings to decline them. Declining cookies will result in being unable to fully utilize the interactive features of ATA's websites and online account management system.

How you may change your information or opt out of ATA communications

Our online account management system allows CET students to create a profile that includes personal information. CET students can update their personal information at any time by logging in to their

account. Customers traveling with ATA's Educational Travel or Professionals Abroad divisions can call or write to ATA to request changes. To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

Any marketing communications that you receive from ATA will include an unsubscribe feature. You can elect not to receive marketing emails without affecting your ability to participate in an ATA program. You may opt out of *all* ATA communications by contacting us at the address below, although doing so will prevent your participation on an ATA program in most cases, and you may forfeit payment if applicable according to the payment terms for your program.

You may request that ATA purge any information about you that we hold by contacting the address below. In some cases, ATA is required to retain information about accidents or adverse circumstances to protect our company, our customers, and our partners. However, upon request, we will either delete or anonymize information held about you to the greatest extent possible through use of our data collection systems and while still complying with our legal obligations. Please also note that asking to have your data removed may prevent you from participating on an ATA program.

Children's privacy

Our website is not intended for use by children under the age of 13, and we do not knowingly collect personal information from children under the age of 13. Any information required for children under the age of 13 to participate on an ATA program should be submitted and managed by a parent or guardian.

Third parties and linked websites

This Privacy Policy applies to information collected by our staff, websites and online account management system. It does not apply to any other website that links to ours, nor does it apply to our partners or service providers. We are not responsible for the privacy practices of our partners or other websites. As a rule of thumb, we encourage you to carefully read the privacy policy of any website that asks for your personal information.

How we abide by the law

Our main office is located in the United States. Information collected in the United States will be held in compliance with United States law. The privacy and data protection laws in the United States may not be equivalent to the laws in others countries. Where applicable, such as within the European Union, data collected about you outside of the United States will be held in a manner compliant with local regulations.

By using our website and online account management system and by providing us with information, you are consenting to our collection, transfer, storage and processing of that information in the United States. ATA may also disclose account information in special cases when we have reason to believe that disclosing this information may be necessary to identify, contact or bring legal action against someone who may be violating our Privacy Policy, may be causing injury to or interference with (either intentionally or unintentionally) ATA's rights or property, other ATA users, or anyone else that could be harmed by such activities, pursuant to a request from law enforcement, a subpoena, or a court order, or when otherwise may be required by law.

ATA will share information with law enforcement agencies outside the United States as required to legally operate in those countries and to safeguard our travelers, students and partners while operating in those countries.

How we keep data secure

We take precautions to protect your information, and have in place physical, electronic, and managerial procedures to protect the information we collect.

We use encryption to protect sensitive information transmitted online. You can verify that information transmitted to us electronically is secured by looking for a closed lock icon at the top of your web browser, or by looking for "https" at the beginning of the address of the web page.

Offline, the computers/servers on which we store personally identifiable information are kept in a secure environment, and only employees who need the information to perform a specific task are granted access to personally identifiable information.

However, as effective as these measures are, no security system is impenetrable. We cannot guarantee the security of your data, nor can we guarantee that the information you supply will not be intercepted while being transmitted to us over the Internet.

How we may make changes to this policy

Any changes to this Privacy Policy will be posted on our websites so that you are always aware of the type of information we collect, how it is used, and the circumstances under which it may be disclosed. Any information that we collect will be used in accordance with the Privacy Policy in effect at the time that the information was collected.