

Data Protection Policy for Moonlight Nepal Trekking: Organizing International School Trips to Nepal

Moonlight Nepal Trekking is committed to protecting the privacy and security of personal data collected for the school trip to Nepal organized for Hong Kong International School. This policy outlines our data protection practices and procedures to ensure compliance with applicable data protection laws and regulations.

1. Data Collection

We collect personal data necessary for the organization and execution of the school trip. This includes:

- Names of students and staff
- Contact details (phone numbers, email addresses)
- Medical information (allergies, medical conditions, medications)
- Dietary requirements
- Emergency contact information
- Passport details

2. Informed Consent

We obtain explicit consent from parents or guardians of the students and from staff members for the collection and use of their personal data. We provide clear information on what data is collected, why it is needed, and how it will be used.

3. Data Security

We implement robust security measures to protect personal data from unauthorized access, loss, or breaches. This includes:

- Encrypting digital records
- Securing physical storage for paper records
- Using secure methods for data transfer and communication

4. Access Control

Access to personal data is restricted to authorized staff members who require the information for organizing and running the trip. All staff members are trained on their responsibilities regarding data protection.

5. Data Minimization

We ensure that only the necessary data is collected and retained for the duration required for the trip. Personal data is kept for no longer than is necessary to fulfill the purposes for which it was collected, in compliance with legal and regulatory requirements.

6. Data Sharing

Personal data may be shared with third parties such as travel agencies, airlines, or medical facilities only as necessary for the execution of the trip. We ensure that these third parties comply with data protection standards and use the data solely for the agreed purposes.

7. Risk Assessment

We conduct a Data Protection Impact Assessment (DPIA) to identify and mitigate any risks associated with the processing of personal data for the school trip.

8. Training and Awareness

All staff involved in the trip are trained on data protection principles and practices to ensure they understand and comply with this policy.

9. Emergency Protocols

We have procedures in place to address data breaches or other incidents affecting personal data security. This includes promptly notifying affected individuals and relevant authorities as required by law.

10. Contact Information

For any questions or concerns regarding this data protection policy, please contact:
Moonlight Nepal Trekking

Contact Details :

Address:Tridevi Marg, Thamel

Kathmandu 44600, Nepal

Whatsapp:+977-9841698855

Email:info@moonlighttreks.com, info@moonlight.org.np, santoshkoirala333@gmail.com

Website: www.moonlighttreks.com

By adhering to this data protection policy, Moonlight Nepal Trekking ensures the responsible and secure handling of personal data for the Hong Kong International School trip to Nepal.

The Provider

Name:

Post:

Signature:

Date:

The School

Name:

Post:

Signature:

Date: