

# Skudy Summer Program Information Collection Agreement

This Information Collection Agreement outlines the types of information that Skudy Summer Program ("the Program") collects from applicants, how it is used, stored, and protected. By applying to the Program, applicants and their parents or legal guardians ("you") agree to the collection and use of personal information as described in this agreement.

## Types of Information Collected

- 1. Personal Identification Information:** This includes the applicant's name, date of birth, photograph, passport details, and other identifying information.
- 2. Contact Information:** Home address, telephone numbers, and email addresses are collected to communicate with the applicants and their parents or guardians.
- 3. Educational Records:** Previous educational records, including transcripts, letters of recommendation, and any disciplinary records, are collected to assess the applicant's eligibility.
- 4. Health Information:** Medical records, health history, dietary restrictions, and allergies are collected to ensure the well-being of the applicant during the Program.
- 5. Travel Information:** Travel arrangements, itineraries, and emergency contact information are collected for safety and logistical purposes.

## Purpose of Collection

- **Assessment of Program Eligibility:** Information is collected to determine the suitability of applicants for the Program.
- **Health and Safety:** Information is used to safeguard the health and ensure the safety of participants.
- **Communication:** Contact information is necessary for effective communication regarding Program details and updates.
- **Legal Compliance:** Collection of certain information is necessary to comply with applicable laws and regulations, including those related to international travel and education.

## Use of Information

The information collected will only be used for purposes directly associated with the operation and administration of the Program. It may be shared with partner organizations and third parties to the extent necessary for the fulfillment of the Program activities, such as accommodation providers and travel agencies.

## Storage and Protection of Information

The Program takes the security of personal information seriously. All personal information is stored securely and is accessible only to authorized Program staff and partners who need access to perform their duties related to the Program. The Program employs a range of physical, technical, and administrative measures to protect personal information from unauthorized access, use, alteration, and disclosure.

### **Access and Control**

You have the right to access the personal information we hold about the applicant and may request corrections to any inaccuracies. You may also inquire about our data practices, or request the deletion of personal information, subject to legal or programmatic retention requirements.

### **Retention of Information**

Personal information will be retained for as long as necessary to fulfill the purposes outlined in this Agreement, comply with our legal obligations, resolve disputes, and enforce our agreements.

### **Acceptance and Consent**

By submitting an application to the Skudy Summer Program, you consent to the collection, use, disclosure, and storage of personal information as described in this Information Collection Agreement. You affirm that you are the parent or legal guardian of the applicant and have the authority to agree to these terms on their behalf.

### **Contact Information**

Should you have any questions regarding this agreement or wish to make any requests concerning personal information, please contact the Program's administration office at [admin@skudy.net](mailto:admin@skudy.net).

By applying to the Seoul SPARKS Program, you acknowledge that you have read, understood, and agreed to the terms of this Information Collection Agreement.