

Expat Academy Holdings Ltd, Expat Academy Ltd and Global Mobility Professional Development Ltd are committed to protecting your privacy and respecting the personal data you entrust us with. This we do in accordance with the General Data Protection Regulation.

We undertake regular reviews of our privacy information.

Collection of personal data

We collect your personal data when:

- Your organisation joins as a member, supplier, training partner, network sponsor or trusted supplier
- You join the MyGMPD professional Development programme
- You submit your details on our website (www.expat-academy.com)
- You provide us with your contact details via email, social media, telephone or post

We collect the minimum personal data necessary to fulfil your contract with us or to provide the information, product or service you have requested. We are committed to keeping your personal data complete and up-to-date.

Financial information

We may hold financial information including, but not limited to, bank details provided to make payments.

Expat Academy members

As an employee of an Expat Academy member company, you consent to us collecting information on you such as, but not limited to, full name, job title, company name, email address, physical address, telephone numbers, events attended, and payment details.

Expat Academy industry suppliers

As an employee of an Expat Academy industry supplier, you consent to us collecting information on you such as, but not limited to, your full name, job title, company, email address, contact information, events attended and payment details.

Expat Academy training providers

As an employee of an Expat Academy training provider, you consent to us collecting information on you such as, but not limited to, your full name, job title, company, email address, contact information, events attended and payment details.

Expat Academy network sponsors

As an employee of an Expat Academy network sponsor, you consent to us collecting information on you such as, but not limited to, your full name, job title, company, email address, contact information, events attended and payment details.

Expat Academy trusted suppliers

As an employee of an Expat Academy trusted supplier, you consent to us collecting information on you such as, but not limited to, your full name, job title, company, email address, contact information, and payment details.

Expat Academy's CRM database

If you attend one of our events or training courses, you consent to us collecting information on you such as, but not limited to, your full name, job title, company, email address, contact information, events attended and payment details.

If you have provided your personal information and given your consent to be kept up-to-date on Expat Academy events or training courses, and industry updates, your personal data will only be retained for the purpose for which you entrusted it to us.

Website / portal visitors

As a visitor to our website/portal, you consent to us collecting information on you such as, but not limited to, your IP address, geographical location of where you accessed our website/portal, information on how you use our website/portal, anonymised information collected by cookies on our website/portal, and information on the type of device and browser you use to access our website/portal. This information is anonymised and we use this for a legitimate interest to help us provide a website/portal in the most effective manner for you. Read our Cookie Policy.

Processing of personal data

Your personal data enables us to keep you updated with relevant information which forms part of your contract with us, or to deliver the information which you have requested. Our communication with you may be via telephone, post, or digitally, e.g. email, social media, or the Expat Academy portal.

By providing us with your personal data, you consent to it being processed to, but not limited to:

- Provide and administer the products and/or services which you have requested
- Keep you up-to-date with Expat Academy, our members, industry suppliers, training partners, network sponsors and trusted suppliers
- Publish the company name, logo and weblinks of members, industry suppliers, training partners, network sponsors and trusted suppliers on the Expat Academy website, unless consent has been explicitly withdrawn, in writing
- Publish your name and company on event attendee lists
- Inclusion in photographs of events or training
- Publish your name and company, if relevant, on a list of Club 100 and Symposium Network members
- Provide your name and company to the venues at which you are attending an event or training, for their security or health and safety purposes
- Administer payments for products/services
- Determine eligibility to be an Expat Academy member, industry supplier, training partner, network sponsor or trusted supplier
- Notify you of changes to our products and/or services
- Manage participation in the MyGMPD professional development programme

Sharing personal data

We will never sell your personal data to a third party, but may, if necessary to fulfil your contract with us, deliver the service you requested, when required by law, or where we have a legitimate interest in doing so, share your data with a third-party for processing.

Our third parties are required to take appropriate security measures to protect your personal data.

Retention of personal data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the personal risk of harm from unauthorised use or disclosure, the purposes for which we process your personal data and whether we can achieve those purposes through other means and the applicable legal requirements.

In some circumstances we may anonymise your personal data so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Removing your personal data

To submit a request to have your personal data removed, email our Data Protection Officer, Emma Holder, at emma@expat-academy.com. We will process your request within one week.

Alternatively, you are able to unsubscribe from our marketing emails (weekly events and training information, industry updates and network news) by clicking the unsubscribe link at the bottom of each email sent to you.

Objecting to the processing of personal data

To submit a request to object to us processing your data, email our Data Protection Officer, Emma Holder, at emma@expat-academy.com. We will process your request within one week.

Alternatively, you are able to unsubscribe from our marketing emails (weekly events and training information, industry updates and network news) by clicking the unsubscribe link at the bottom of each email sent to you.

Managing your communication preferences

You can amend your communication preferences by contacting our Data Protection Officer, Emma Holder at emma@expat-academy.com. This includes, but is not limited to, your preference to receive our weekly events and training information, industry updates and network news.

Individual rights

GDPR states that individuals have the following rights (read our commitment to your individual rights):

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights related to automated decision making including profiling

Contact our Data Protection Officer

To discuss any concerns you have with the personal data we retain on you, please contact our Data Protection Officer, Emma Holder at emma@expat-academy.com.