

Privacy Notice

Study Lites

This Privacy Notice forms part of the use of the website www.studylites.au.

This Privacy Notice governs the provision of services offered by **Study Lites**, together with its affiliates and/or collaborators, through all its technological platforms, digital forms, and communication channels used by individuals interested in study programs abroad.

Study Lites is responsible for the use and protection of your personal data and the information provided by users through the website www.studylites.au, or through official channels (Google Forms, Email, WhatsApp), hereinafter referred to as “**STUDY LITES**”, as well as for establishing the conditions under which such information is handled and, where applicable, transferred through academic guidance services, course enrolment, administrative management, and migration advisory services for educational purposes.

At **STUDY LITES**, information is treated in a strictly confidential manner. In particular, with respect to personal data, continuous measures are implemented to safeguard it. All information treated under this scope shall hereinafter be referred to as **CONFIDENTIAL INFORMATION**, in accordance with this document and applicable legislation.

1. Information Collected

When referring to **CONFIDENTIAL INFORMATION**, it means any personal information relating to an identified or identifiable individual.

The primary information requested through www.studylites.au or official channels (Google Forms, Email, WhatsApp) includes, but is not limited to:

- Full name
- Email address
- Phone number
- Nationality
- Date of birth
- Academic interests and destination country
- Emergency contacts

Additionally, as part of educational counselling processes and applications for study programs abroad, **STUDY LITES** may request additional information such as:

- Residential address
- Academic and employment history
- Language proficiency level
- Migration documentation (passport, visa, where applicable)
- Basic financial information required by educational institutions or migration authorities

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- Identity documents and official forms

Such information will be stored on secure servers and platforms used by **STUDY LITES**, and safeguarded under appropriate information security procedures.

2. Purpose of the Information

The **CONFIDENTIAL INFORMATION** will be used to provide users with a personalised service aligned with their educational and academic needs. By providing their data, users agree that **STUDY LITES** may use the information for the following purposes:

- To provide personalised advice on courses and study programs abroad.
- To manage enrolment processes with national and international educational institutions.
- To establish contact via email, phone, or digital communication channels.
- To send promotional, academic, or administrative information related to contracted services or services of interest to the user.
- To follow up on enquiries, academic processes, and related procedures.
- To conduct service quality surveys and internal statistical studies.
- To comply with applicable legal and contractual obligations.

Sociodemographic data may be used exclusively for statistical and internal analysis purposes, under business intelligence techniques, without compromising the privacy of the data subject.

3. Protection of Confidential Information

From the moment the user provides **CONFIDENTIAL INFORMATION**, **STUDY LITES** undertakes to ensure that its staff, collaborators, and technological platforms comply with reasonable security standards to guarantee the confidentiality, integrity, and availability of personal data, preventing damage, loss, alteration, destruction, unauthorised use, or access.

4. Confidentiality and Transfer of Information

STUDY LITES undertakes not to transfer users' personal information to third parties without their consent, except where such transfer is necessary for the provision of contracted services (for example, educational institutions, insurance providers, or migration service providers), or where required by a competent authority in accordance with applicable legislation.

We reserve the right to modify or update this Privacy Notice at any time as a result of legislative changes, internal policies, or new requirements for the provision of our services. Any such modifications will be made available through this same medium.

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5. ARCO Rights and Revocation of Consent

Data subjects have the right to **Access, Rectify, Cancel, or Object** to the processing of their personal data, as well as to revoke the consent granted.

To exercise these rights, the data subject must submit a request to the contact email of **STUDY LITES** (admin@studylites.au), which must include:

- a) Full name of the data subject.
 - b) Contact method to receive a response.
 - c) Documentation proving the identity of the data subject.
 - d) A clear description of the personal data in respect of which the rights are to be exercised.
 - e) Any element that facilitates the location of the personal data.
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6. Acceptance of the Terms

This Privacy Notice constitutes a valid agreement between the user and **STUDY LITES**. The use of the website and the services offered implies that the user has read, understood, and accepted the terms set forth herein.

7. Changes to the Privacy Notice

Any modification to this Privacy Notice may be consulted at www.studylites.au, in the section corresponding to the Privacy Notice.

8. Date of Last Update

This Privacy Notice was last updated on **[1 February 2024]**