

## RicJoy Enterprises Inc. (RICJOY TRAVEL) Privacy and Security

This Privacy and Security Policy applies to RicJoy Enterprises Inc only. It does not apply to other companies' or organizations' web sites to which we link. You should carefully review the privacy policies of those web sites in order to determine how they treat your personal and private information.

### DATA SECURITY

Client's personal, private and sensitive information (Credit Card Information, Account Information, passwords, etc.) shall only be forwarded via hand delivery, Secure Telephone lines, Regular U.S. Mail, Federal Express Mail, priority mail or authorized Fax. **This information shall NEVER be transmitted via unencrypted wireless communication devices or services.** RicJoy Enterprises Inc. will be ever vigilant to ensure the confidentiality and safekeeping of client's personal data. At no time shall RicJoy Enterprises Inc (RicJoy Travel Services) Sale, Distribute, Provide or Otherwise Disseminate to an unauthorized third party entity or concern the private and personal data of potential clients or clients, either orally or in written/typed form.

### PROTECTION OF PRIVATE AND SENSITIVE INFORMATION

RicJoy Enterprises Inc. certifies that all personal, private and sensitive data collected from their clients shall remain confidential and secure at RicJoy Enterprises Inc. Offices. This information will only be provided to certified officials of Cruise Lines, Hotels/Resorts, IRS, State Taxing Agencies.

### DISCLOSURE EXCEPTIONS

Notwithstanding the above policies, we reserve the right to disclose your personal information to appropriate third-parties if we are required to do so by law or we believe that such action is necessary

- To comply with a legal process: search warrant, subpoena or court order;
- To protect the company's rights and property;
- To protect against misuse or unauthorized use of our web site;
- During emergencies, such as someone's physical safety is at risk; or
- To investigate reports of users sending material using a false e-mail address or users sending harassing, threatening, or abusive messages.

### METHOD OF TRANSMISSION

When providing RicJoy Enterprises with any personal or private data please only use hand delivery, private land line telephone, regular U.S. Mail, Priority Mail, Federal Express or Fax directly to RicJoy Enterprises Inc. Only. Client's private and sensitive information shall NEVER be transmitted via unencrypted E-mail. Client's private and sensitive information shall only be forwarded via secure telephone line, regular U.S. Mail, Federal Express Mail, and authorized fax. RicJoy Enterprises Inc. will be ever vigilant to ensure the confidentiality and safekeeping of client's personal data. All clients are specifically reminded to refrain from using unencrypted wireless devices and services when providing personal or private information such as Social Security Number, Credit Card Number, Account Number, etc.) to RicJoy Enterprises Inc.

I (we) hereby acknowledge receipt of a copy of RicJoy Enterprises Inc. Privacy and Security Policy

**Signature**

**Date Signed**

\_\_\_\_\_

**Signature**

**Date Signed**

\_\_\_\_\_

Please Sign and return this Form

**MAIL to:** *RICJOY Enterprises Inc*  
*6205 Delbarton St., Suite Alpha*  
*Temple Hills, MD 20748-2507*

OR

**FAX to: 301-449-2776**