



Development Fair Processing Notice

The privacy and data security of our supporters and friends is important to the Architectural Association.

This Fair Processing Notice relates to personal data processed by the Development Office in its work to build a more vibrant, engaged community. The Development Office is the department of the AA with responsibility for fundraising, sponsorship and charitable giving to the AA. The Development Office works in accordance with the AA's Data Protection Policy, which is available to read [here](#). In addition, the following statement sets out how the Development Office uses your data.

If you have any requests concerning your personal information or any queries with regard to this policy please email the Data Protection Officer: Simine Marine (dataprotection@aaschool.ac.uk).

The Architectural Association is a data controller and is registered with the Information Commissioner's Office (<https://ico.org.uk/>) as required under the Data Protection Act 1998¹. The Architectural Association will only process your personal data in accordance with current Data Protection legislation.

Any philanthropic donations will be paid into the Architectural Association Foundation; data relating to these gifts is processed by staff who have received data protection training and in accordance with this Fair Processing Notice.

How personal data is collected

If you are a member of the Architectural Association please also read the Fair Processing Notice for the [Membership](#). If you are a prospective, current or former student please also read the Fair Processing Notice for the [School](#). This Fair Processing Notice sets out how that data will be used in relation to support of the AA.

The Development Office collects personal information from you both directly and indirectly.

Occasions when information is collected directly include when you make a gift, pledge to support, or request information about making a gift to the Architectural Association; we also collect data when you register to attend a Development event at the Architectural Association.

Occasionally we will also collect information from you indirectly. For example there might be instances when you give a donation to the AA via a third party giving site such as 'justgivingco.uk'. These sites will share information with us about your gift and your contact details so that we can thank you. These independent third parties will only do so when you have indicated that you wish to support the Architectural Association, and with your consent. You should check their Privacy Policy when you provide your information to understand fully how they will process your data.

Other indirect sources might include Social Media, depending on your settings; or publicly available information found in places such as Companies House and information that has been published in articles and newspapers both on and offline.

¹ <http://www.legislation.gov.uk/ukpga/1998/29/contents>



Development Fair Processing Notice

Occasions when information is collected indirectly could also include if your details are passed to us by a mutual friend or contact; for example if a friend asks us to contact you to invite you to an event. In this circumstance we will contact you directly to ask for your permission to process your details and give you the right to object to this processing.

What personal data is processed

Personal data held and processed by the Development office may include the following:

- Biographical information such as name, gender, date of birth
- Contact details and communication preferences, professional information such as place of work and job title
- Academic and / or AA Membership history
- Any other connections with the school – for example voluntary positions such as being a member of Council or sitting on a jury
- Extra-curricular activities, including attendance at AA events and use of services such as the library
- Family and partner details
- Connections with AA affiliated people such as peers, tutors, professional staff and friends
- Donation history and information that enables us to make appropriate requests for support
- A history of communication and interaction we have had with you, for example, events, emails or mailings
- Information available in the public domain including information you have shared on social media

How we use your personal data

We will keep safe any personal data that is shared with us; we will treat it with respect and not do anything that you would not reasonably expect.

Developing a better understanding of our supporters through personal data allows us to make better decisions about how we engage with you most appropriately.

Data that we do store is used to underpin a full range of activities for our supporters; and to ensure that the way we communicate with you, for example sending event invitations or updates about fundraising priorities at the AA, adhere to your communication preferences.

On occasion we might use digital tracking tools to monitor the impact of communications – for example email tracking to record when an email we send to you has been opened.

We will only ever share your data with third parties which are compliant with EU data laws and that the AA already has an existing agreement with, for example if we use a mailing house to send communications about events or supporter literature to you.

We strive to make sure that communications are relevant to you; to help us do so we might use information such as geographical information and measures of affluence where available from external sources to assist us. This enables us to understand you as a potential supporter and to make appropriate requests for support.



Development Fair Processing Notice

How long will your data be held by the Architectural Association?

We will keep supporters and friends of the AA's basic details, contact details, records of your communication preferences, event attendance and a record of any interaction you have had with the AA indefinitely.

If you make a donation to the AA, in addition to the information stated above, we will also keep indefinitely any information relating to donations and gift aid in order to maintain correct records in line with financial requirements. We do not hold credit or debit card details.

Your rights and responsibilities

Please note it is your responsibility to inform the Architectural Association of any change to your personal details.

You have the right to ask us to stop holding your personal data. Provided it is not necessary for the purpose you provided it to us, for example, donation information which we are required to hold, we will do so. However, we will need to keep a record of your supporter ID number to ensure that your information is not used for any further processing. If you would like to speak to us about this, or to change your communication preferences please contact the Development Office using the following details:

Development Office
Architectural Association
36 Bedford Square
London WC1B 3ES
development@aschool.ac.uk

You also have the right to complain to the Supervisory Authority (ICO at <https://ico.org.uk/>) about our data processing activities.

We might make changes to this policy from time to time. Significant changes will be communicated on our website, or through direct contact such as email or post, in line with your communication preferences.

You have certain rights in relation to your personal data held by The Architectural Association including the right to access a copy of your personal data (commonly referred to as a 'subject access request'). If you wish to obtain a copy of your personal data, please submit your request, to the Data Protection Officer in writing to the address given below:

Data Protection Officer
Architectural Association
36 Bedford Square
London WC1B 3ES
dataprotection@aschool.ac.uk