

## **The Architectural Association (Inc.) Web Site Privacy Statement**

The Architectural Association (Inc) is committed to protecting our users' privacy. The Architectural Association (Inc) is a registered (educational) charity (No. 311083) and a company limited by guarantee (registered in England under No. 171402) whose registered office is at 34-36 Bedford Square, London WC1B 3ES. We operate the website at the address [www.aaschool.ac.uk](http://www.aaschool.ac.uk) (the "Site")

**The Architectural Association (Inc.) complies with the Data Protection Act of 1998 (The "Act") and with all other applicable UK data protection and privacy legislation. Accordingly the Architectural Association (Inc.) is notified with the Office of the Information Commissioner as a 'data controller' for the purposes of the Act.**

We offer this statement to inform our users of how we define, gather and use personally identifiable information ("Personal Information") which they submit to us via this Site. The Personal Information that the Architectural Association (Inc.) collects from users may include the following: a person's full name, address, telephone number, date of birth and/or email address.

If you do not wish us to process your Personal Information for the reasons and in the manner set out in this Privacy Statement, please do not use this Site or any of the services available through it.

**The Architectural Association (Inc.)'s use of personally identifiable information**  
The Architectural Association (Inc.) may use Personal Information collected online in the following ways:

- to add your contact details to its distribution list ("mailing list") and to send you an email or letter;
- to send brochures or other information that you may request from us, such as our prospectus, or that we think would interest you to your postal or email address;
- to register you with our Photo Library;
- to deal with your requests for a licence to reproduce images from our Photo Library; or
- to deal with your request for a loan or to access images from our Photo Library.

At any time, you can withdraw your consent for The Architectural Association to process your data by contacting the data protection officer [hsklar@aaschool.ac.uk](mailto:hsklar@aaschool.ac.uk).

### **Updating your Personal Information**

If at any time you believe your registered details to be incorrect, you can update them by contacting the Membership Office at [membership@aaschool.ac.uk](mailto:membership@aaschool.ac.uk).

## **International transfers**

On the basis that the Internet is a global environment, using the Internet to collect and process personal data necessarily involves the transmission of data across international boundaries. Therefore, by browsing the Site and submitting personal information to us, you acknowledge our processing of your personal information on this basis.

## **Disclosure of personally identifiable information**

We will not sell, rent or disclose your Personal Information to third parties without your prior written permission. We will only disclose personal information to government bodies and law enforcement agencies, successors in title to our business and suppliers we engage to process data on our behalf.

## **Cookies**

When you view our Site we may store information on the hard drive of your computer in the form of a "cookie" (essentially a small text file). Cookies allow us to tailor the Site to your interests and preferences. For example, a cookie might contain information about the web pages you have visited on the Site, which could allow us to customise your next visit to the Site. However, cookies do not allow us access to the rest of your computer and we do not use them to collect personal information about you.

Most Internet browsers enable you to delete cookies or to receive a warning before a cookie is stored on your hard drive. Please refer to your browser instructions or help screen to learn more about how to do this. However, should you decide to disable any cookies we place on your computer you may not be able to use certain services or facilities on the Site.

## **IP addresses**

We study visitor trends since we are interested in the successful dissemination of information through the Site. Our server creates log files of information such as the Internet Protocol (IP) address from your network, what pages were explored and the length of your visit. Analysis software is used to generate reports which help us to learn more about how we can enhance your experience with the Site. This information is not used to develop a personal profile of you. The log files are regularly purged.

An IP address is a number designated for your computer by your Internet service provider to provide access to the Internet. Generally, an IP address will change every time your computer connects to the Internet. However, if you have a broadband connection, it is possible that the IP address that we may gather may contain information that may be deemed identifiable. This could occur due to the fact that by using certain broadband connections, your IP address would not change and could be associated with your personal computer. We may use your IP address to gather aggregate information on use. But we will only be able to identify you individually if we have the means of linking the IP address to you as a particular user. This usually requires access to additional information which we do not seek.

## **Linking to other websites**

The Site contains hyperlinks to websites owned and operated by third parties. These websites have their own privacy policies and we urge you to review them. They will govern the use of personal information you submit whilst visiting these websites. We do not accept any responsibility or liability for the privacy practices of such third party websites and your use of such websites is at your own risk.

## **Amendments to this privacy statement**

The Architectural Association (Inc.) reserves the right to modify or update this Privacy Statement at any time. Any amendments will be published on the Site. If you do not agree to the amendments, please do not continue to use this Site.

## **Your right to see your personal information**

You have the right to request a copy of the personal information that we hold on you and to have any errors in that information corrected. We charge a small fee of £10 for such requests. Please address your request to the Data Protection Officer [hsklar@aschool.ac.uk](mailto:hsklar@aschool.ac.uk). We will use reasonable efforts to supply, correct or delete personal information about you on our files.

If you have any questions concerning our Privacy Statement, please contact the the Data Protection Officer [hsklar@aschool.ac.uk](mailto:hsklar@aschool.ac.uk).