

## **Architectural Association Publications Limited Privacy Statement**

Architectural Association Publications Limited is committed to protecting our users' privacy.

**Architectural Association Publications Limited (AAP) complies with the Data Protection Act of 1998 (The "Act") and with all other applicable UK data protection and privacy legislation. AAP's parent company, 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 AAP collects from users includes the following: a person's full name, address, telephone number, and/or email address. AAP also collects debit/credit card information for the purposes of executing sales. AAP does not store or use its customers' debit/credit card information for any other purpose.

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.

### **Personally Identifiable Information**

AAP may use Personal Information collected online in the following ways:

- to add your contact details to its distribution list and to send you an email or letter; and
- to send brochures or other information that you may request from us or that we think would interest you to your postal or email address.

### **Updating your Personal Information**

If at any time you believe your registered details to be incorrect, you can update them by contacting AAP at [publications@aschool.ac.uk](mailto:publications@aschool.ac.uk).

### **Disclosure of Personally Identifiable Information**

We will not sell, rent or disclose your Personal Information to third parties without your prior permission.

### **Amendments to This Privacy Statement**

AAP 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 Simine Marine ([simine.marine@aschool.ac.uk](mailto:simine.marine@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:

**Simine Marine**

**Data Protection Officer**

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