



Data Protection Statement

This privacy statement briefly explains the data processing practices of The Architectural Association School of Architecture (AA). Please see the fair processing notices for the [school](#) and for the [membership](#) available online. These will describe the life cycle of your personal data at the AA.

If you have any requests concerning your personal information or any queries with regard to our policies please email the Data Protection Officer: Simine Marine (dataprotection@aschool.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. Here are some of the ways we use your personal data; this is not exhaustive, but is intended to provide you with an idea of our processes.

Cookies/IP addresses

Please note we use cookies and collect information about the Internet Protocol (IP) addresses of your device used to access the site which helps us monitor the level of activity and the service we provide.

For information about cookies used on our website, please see: <http://www.aaschool.ac.uk/downloads/AACookiePolicy2012v1.pdf>

Use of CCTV

For reasons of personal security and to protect premises and the property of staff and students, close circuit television cameras are in operation in certain key locations. The presence of these cameras may not be obvious. This policy determines that personal data obtained during monitoring will be processed as follows:

- The recordings will be accessed only by the Security team and Head of Facilities;
- personal data obtained during monitoring will be destroyed as soon as possible after any investigation is complete;
- staff involved in monitoring will maintain confidentiality in respect of personal data.

Your rights and responsibilities

Please note it is your responsibility to inform the Architectural Association of any change to your personal details. Please login to our site to update your details at: <https://www.aaschool.ac.uk/MEMBERSHIP/YOURDETAILS/membership-details.php>

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



Otherwise please contact the Membership office:

Architectural Association
36 Bedford Square
London WC1B 3ES
+44(0)20 7887 4076
membership@aschool.ac.uk

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'). Please note that a £10 charge applies for this access. If you wish to obtain a copy of your personal data, please submit your request, together with the Fee, to the Data Protection Officer in writing to the address given below:

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

A full Subject Access Request procedure is available [online](#).