

## Membership Fair Processing Notice

This privacy statement explains the data processing practices of The Architectural Association School of Architecture (AA) and covers our use of member data, including AA members, visiting members and alumni members. 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](mailto: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 1998<sup>1</sup>. 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.

### **How and what personal data is collected**

We collect personal information directly from you when applying for membership whether in person or through our site ([www.aaschool.ac.uk](http://www.aaschool.ac.uk)). Details include name, contact details, nationality, date of birth, dates of affiliation, and details of payments etc. We also create some data internally (e.g. when we assign you a member ID and login details).

### **How we use your personal data**

The Architectural Association strives to keep information in-house as much as possible and does not disclose personal data with companies located outside the European Economic Area without the explicit consent of its members.

Minimal personal data is shared with third party companies (for Direct debit, mailings, surveys, elections) in order to carry out day to day activities. Your data will be shared internally with other departments in order to provide services (IT, Library).

### Administration of membership records

The Architectural Association holds personal data relating to members and registered students and staff in order to administer memberships and comply with the AA's constitution. Examples of data processing include for example subscriptions and renewals, mailings publications included in the membership, and for internal reports.

### Members' Directory

As per the AA constitution we make available an online directory of all AA members. Upon joining you will automatically be added to the directory which is only available to other members of the Association. Disclosed details include your name and approximate location, with an option of adding further contact details.

### Communications

When becoming a member you will automatically be added to our mailing lists. We will contact you regarding events and exhibitions as well as the AA and Bookshop newsletters. You may at any time contact the membership office to be removed from mailing lists and we will do our best to accommodate your request.

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

The Architectural Association will retain your details during the time of your membership. Fully subscribing Members can remain associated with the AA for two years or more after their last

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

payment, in line with the AA by-laws. Once removed from the Members' Register by resolution of the AA Council, the AA will keep your name, date of birth, subscription history and email address unless you tell us otherwise, but all other details will be removed according to our Data Retention Schedule.

The AA keeps a comprehensive record of its history including some member information. This information will not be disclosed without explicit consent and requirements under the Data Protection Act.

### **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>

Otherwise please contact the Membership office:

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