



This statement explains the data processing practices of The Architectural Association School of Architecture (AA) and covers our use of membership data, including AA Members, Visiting Members and Alumni Members.

The AA was established as an association of Members in 1847, and has remained so ever since, with the primary mission to provide services and facilities to our Members such as access to a library and the organisation of visits. Members are central to the activities of the AA and hold rights and responsibilities set out in the AA's governing documents. As a Member, processing your personal data is an integral part of the AA's structure and necessary for the pursuit of the AA's legitimate interests. The AA also uses this information to deliver other optional benefits and services which are based on your consent.

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.

Please see also the fair processing notices specific to the [school](#) and [donors to the AA](#) available on the website.

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

WHAT PERSONAL DATA IS HELD BY THE AA

We collect personal information directly from you when applying for membership, whether in person or through our site (www.aaschool.ac.uk). If you also studied at the AA, it is likely that past data already exists for you in our systems, but details of your education such as years studied at the AA are separately covered by the School's data protection statement (see above).

Membership details we hold for you may include:

- Personal details such as name, nationality and date of birth
- Unique personal identifiers such as a membership number, login name and access card number
- Dates of affiliation and details of any subscription payments made
- Contact details, including in some cases work/office details
- Communication preferences
- Details of your interaction with the AA, such as emails/calls or membership events you have attended
- Personal data provided by you for specific purposes, such as dietary preferences for event management

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

Membership Data Protection Fair Processing Notice

In the majority of cases, the data we hold is collected directly from members. On occasion we may use targeted internet searches of publicly available websites to obtain and maintain the accuracy of the data we hold. Public sources may include ARB and RIBA registers, company websites, LinkedIn or UK national change of address services. We also monitor recipient engagement with emails to continually improve our communications and benefits.

HOW WE USE YOUR DATA

Your data is used by us in support of your association as a Member and in alumni relations. We use your data to:

- send you publications and updates by post
- provide services, including access to facilities in the AA buildings such as the Library
- invite you to, and deliver, lectures, events and exhibitions
- provide offers and discounts available only to Members
- conduct surveys
- send you details of fundraising campaigns or volunteering opportunities
- administer your subscription and any payments you make
- for internal reports and analysis to help improve our service and provision

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 to you may be sent by post, telephone or electronic means, depending on the contact details we hold and the preferences expressed by you about the types of communications you wish to receive. You may at any time modify your mailing preferences online or by contacting the Membership and Alumni Office.

We will always respect a request by you to stop processing your personal data and, in addition, your statutory rights are set out below.

DATA TRANSFERS

The Architectural Association strives to keep information in-house as much as possible. Minimal personal data is shared with third party companies (for example Direct debit, mailings, surveys, elections) in order to carry out day to day activities in direct relation to your membership. Your data will be shared internally with other departments in order to provide services (IT, Library). We do not share personal data with any companies located outside the European Economic Area without the explicit consent of our members. We do not sell your personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them.

Data provided for attendance to one of the AA's visiting schools will result in your data being shared with members of staff located in the country where your visiting school is taking place. Every effort is made to safeguard your data which is only accessible by staff.

We facilitate communication between individual members and/or alumni, but in doing so we do not release personal contact details without prior permission.

HOW LONG WILL YOUR DATA BE HELD BY THE ARCHITECTURAL ASSOCIATION?

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 Data Protection law.

If your membership is cancelled or lapsed, some basic details such as your name, membership number, date of birth and dates of affiliation will be kept indefinitely for identification and historical purposes. Contact information, communication preferences and other data collected for the purpose of delivering benefits associated with your subscription will be removed according to our Data Retention Schedule and in line with statutory requirements.

Where you exercise your right to erasure, we will continue to maintain a core set of personal data such as your name, your unique membership number and your date of birth, to ensure we do not contact you inadvertently in future. We may also need to retain for some time some financial records about you for statutory purposes.

USE OF CCTV

For reasons of personal security and to protect premises and the property of members, 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

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us using the details listed below. You have the following rights under Data Protection law:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

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

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>

Membership Data Protection Fair Processing Notice

Otherwise please contact the Membership and Alumni office:

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

We will publish on our website any changes we make to this data protection statement and notify you by other communication channels where appropriate.

Access your data

You have certain rights in relation to your personal data held by the AA 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: dataprotection@aschool.ac.uk