



PRIVACY STATEMENT

This privacy statement explains how the Architectural Association (AA) meets its responsibilities to respect your privacy, and indicates relevant policies and practices you should be aware of. 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.

The Architectural Association will only process your personal data in accordance with current Data Protection legislation. We aim to process your data the way you would expect us to i.e. if you sign up for our newsletters we will not process your data further until you request us to do so, for example by becoming a member of the AA.

If you have any questions or complaints concerning your personal information or any queries with regard to our policies please email the Data Protection Officer at dataprotection@aschool.ac.uk.

Below you will find a brief overview of our data processing as a visitor of the AA, as well as processing relating to the use of the AA website www.aaschool.ac.uk. This is not exhaustive, but is intended to provide you with an idea of our processes.

Please see the fair processing notices specific to the [school](#), the [membership](#), and [development](#) available via the AA website. These will describe the life cycle of your personal data at the AA and the types of data processing you can expect.

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 our [cookie policy](#).

USE OF CCTV

For reasons of personal security, to protect premises and the property of staff, students, and visitors, 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.

DATA TRANSFERS

The AA makes every effort to keep your data in-house for safekeeping however there are a couple of instances when your data may be transferred to third parties for example when using Paypal for payments which is a US company. Every effort will be made to notify you if



your data is being transferred outside the European Economic Area in accordance with data protection legislation.

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.

YOUR RIGHTS AND RESPONSIBILITIES

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

Please contact the Membership and Alumni office to keep your details up-to-date:

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

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@aaschool.ac.uk