

IAL website privacy policy

This website is operated by the Institute of Art and Law. Please read this privacy policy carefully as it contains important information about the personal information we may collect, how it may be used, your rights to access and correct such information, how to contact us about our use of your personal information, and how to unsubscribe from communications from us.

This policy applies to information we obtain through your use of this website as well as to personal information you provide to us through a variety of channels including online, via email, telephone, in writing or in person.

Information we collect

General information about website use

When you visit our website at www.ial.uk.com we collect certain information about your use of the site.

Like many organisations, we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. This informs us about matters such as the numbers of visitors to the various parts of the site, but does not provide details by which any person can be identified. It is possible to opt out of being tracked by Google Analytics across all websites. For further information, see <http://tools.google.com/dlpage/gaoptout>.

We also use a third party service, WordPress.com, to publish our blog, available at www.ial.uk.com/news/. [We use a standard WordPress service to collect anonymous information about users' activity on the site, including, for example the number of users viewing pages on the site. WordPress is provided by Automattic Inc. For more information about how WordPress processes data, please see Automattic's privacy notice at <https://automattic.com/privacy/>.

If we do wish to collect personal information through our website, we will make this clear when we collect it and will explain what we intend to do with it.

Personal information

Personal information is provided to us by a number of groups of people. These include: people who contact us in relation to the products and services we supply; people who apply for membership with us; people who register for an event we are offering; people who opt to join our mailing list; people who apply for a course with us; people who apply for a position in our organisation.

The information you will be asked to provide in these circumstances will generally include details such as your name, address, contact information including telephone numbers and email address.

If you do opt to provide us with any personal information we use this in various ways, including the following:

people who contact us in relation to the products and services we supply

We will use your personal information to respond to you about your query in relation to our products and/or services and to fulfil your requests and orders.

people who apply for membership with us

We will use the personal information you provide to process your application and to administer your membership. This will include sending you our e-newsletter, renewal notices, delivering to you your copy of our journal and sending you emails with news or information which we believe will be of interest to you from time to time. You can opt out of such communications at any time by contacting us in the manner described below or by clicking on the link that appears at the bottom of every newsletter and email from us.

people who register for an event we are offering

Your personal information will be used to process your registration. This may involve passing such information (generally your name and contact details) onto a third party provider such as the venue or host for the event, for security purposes, for example. In such circumstances, we will ensure that contracts, processes and arrangements are in place to ensure the safe and confidential processing of personal information at all times.

people who join our mailing list

If you sign up to our mailing list through our website the data you provide on registration is used only by IAL to provide you with our e-newsletter and other information which we believe will be of interest to you from time to time. You can unsubscribe from such communications at any time by contacting us in the manner described below or by clicking on the link that appears at the bottom of every newsletter and email from us.

people who apply for a course with us

We will use the personal information you provide to process your application and to deliver to you information and materials pertaining to the course.

people who apply for a position in our organisation

We will only use the information you supply to us in application for a position at IAL to process your application. If we wish to disclose information to a third party, for example in order to take up a reference we will not do so without informing you first.

Personal information about unsuccessful candidates will be held for 12 months after the recruitment exercise has been completed, after which it will be destroyed or deleted.

If you take up a position with IAL, we may pass your personal information to a third party in connection with your engagement with IAL (for example, a third party payroll or pension provider) on terms which protect such information to at least the same standards upheld by IAL in relation to that information.

Who your information might be shared with

We will not share your personal information with third party organisations for marketing purposes, but may outsource particular functions (for example, payment processing, conference administration for events, subscriptions and renewals). In

such cases we will only use reputable organisations and have contracts, processes and arrangements in place to ensure the safe and confidential processing of personal information at all times.

We use a third party payment provider (PayPal) to process payments and therefore do not collect or process any payment information.

We may also disclose personal information where required or otherwise permitted by law.

We will always ensure an adequate level of protection is provided for personal information transferred outside the European Economic Area.

Use of cookies

A cookie is a small text file which is placed onto your computer (or other electronic device) when you use our website. We use cookies on our website. For example, cookies may monitor how many times you visit the website, which pages you go to, and the originating domain name of your internet service provider. Cookies are also used if you purchase products from our site (to keep track of the items stored in your shopping basket) and to recognise you whenever you visit the site.

The information obtained from cookies will not usually contain your personal information. Although they may obtain information about your computer or other electronic device such as your IP address, this will not usually identify you personally.

If you do not want to accept cookies, you can change your browser settings so that cookies are not accepted. This may reduce the efficiency of your use of the site in certain instances. For further information about cookies and how to disable them, see: <https://ico.org.uk/for-the-public/online/cookies/> or www.aboutcookies.org.

Keeping your data secure

We have put in place the necessary physical, electronic and administrative procedures to safeguard the personal information we collect.

Third party websites

Our website contains links to other websites which are outside our control and are not covered by this privacy notice. Examples include Facebook, Twitter, and Linked In. IAL is not responsible for the privacy policies of such external websites and you are encouraged to refer to the appropriate policies of such sites directly for information about the personal information which they may collect and how they use it.

Your right to request a copy of your information

You can request a copy of the information which we hold about you by contacting us in the manner described below. When making such a request, please let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and let us know what information you require. We may charge a small fee (£10.00) for providing such information.

Your right to correct any mistakes in your information

You can require us to correct any mistakes in the information we hold about you. If you would like to do so, please contact us in the manner described below giving us sufficient information to identify you and informing us what information is incorrect and how it should be corrected. You will not be charged for this.

Ceasing contact

If you would like us to stop contacting you for any reason, please contact us as described below. Alternatively, you can click on the 'unsubscribe' button at the bottom of the communications you receive from us by email.

How to contact us

Please contact us if you have any questions about this privacy policy or the information we hold about you by: sending an email to info@ial.uk.com, writing to us at Data Controller, Institute of Art and Law, Pentre Moel, Crickadarn, Builth Wells, LD2 3BX, United Kingdom or by calling us on +44 (0)1982 560 666.

Changes to the privacy policy

We may change this privacy policy from time to time. Please check the policy to ensure you are aware of the most recent version. This policy was last updated in January 2018.