

## **IAL privacy policy**

Please read this privacy policy carefully as it contains important information about the personal information the Institute of Art and Law (“we”, being a data controller of your personal data) may collect, how it may be used, your rights in relation to 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 personal information we obtain through a variety of channels including your use of this website, other online communications, email, telephone, in writing or in person.

### **Information we collect**

#### ***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, or you may provide unprompted in these circumstances will generally include details such as your name, address, contact information including telephone numbers and email address.

If you 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, and delivering to you your copy of our journal.

#### ***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 your 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 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 a reasonable period after the recruitment exercise has been completed, after which it will be destroyed or deleted. We may, from time to time, use such information to contact you if another position becomes available in which we believe you may be interested.

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 and ensure the safe and confidential processing of such information.

***In all the above cases*** we will also use your **email or postal address** to **contact you** from time to time **in relation to similar products and services** which we believe will be of interest to you.

***You can opt out of communications from us at any time by contacting us in the manner described below (under 'Ceasing Contact' and 'How to contact us') or by clicking on the link that appears at the bottom of every newsletter and email from us.***

#### **General information about website use**

When you visit our website at <https://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 <https://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.

**We do not buy or rent information about you from third parties. All the information we have about you has been provided by you (or is publicly available, for example your postal address if you have not provided that to us directly and we need to check it in order to get in touch with you by post).**

**We only use your personal data for the reasons described above. We do not carry out any profiling of your personal information, nor is your data used in relation to any automated decision-making.**

#### **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 also use a communications company, Constant Contact, to process email communications to you. Constant Contact commits to employ reasonable technical, administrative and physical safeguards to protect the confidentiality and security of your personal information, using industry-recognized technical safeguards, such as firewalls, and adopting and implementing security procedures to protect your information from loss, misuse or unauthorized alteration.

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.

### **What are the legal grounds for our processing of your personal information?**

In many cases it is necessary for us to use your personal information to fulfil a contractual obligation between us, for example where you have ordered products and services from us, to provide you with your membership benefits such as our journal and to provide you with details about courses you sign up to.

In other cases, you have provided your explicit consent to our processing your information, such as when you sign up to our e-newsletter.

Where we contact you in relation to products and services such as forthcoming publications and courses, we consider that we have a legitimate interest in using your personal information to do so because we believe that the information will be of interest to you, that telling you about it by email or post is a proportionate and reasonable way of informing you and that such communications are something you expect to receive from us from time to time and do not override any rights you have in relation to your personal information. Furthermore, you may opt to stop receiving such communications at any time by clicking the 'unsubscribe' button at the bottom of each email or by contacting us by any other means (as set out at below).

### **How long do we keep your personal information?**

We keep your personal information only so long as required for our reasonable business needs in relation to the processing we are carrying out with such data (for example, providing you with products and services or information about them which we believe will be of interest to you).

### **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. Although cookies 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/>.

### **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 rights in relation to your personal data**

You have a number of rights in relation to the personal data we hold about you. These include the following:

- the right to know about how we use your personal information – which we provide to you by way of this privacy notice; please contact us as detailed below should you require further information.
- the right to request a copy of your personal information and information about how we process it. 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 will not normally charge for providing such information but reserve the right to charge a reasonable fee where we consider your request to be excessive, manifestly without reasonable grounds or you request further copies.
- the right to correct any mistakes in the personal 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.
- the right to object to or to restrict processing of your personal information in certain circumstances.
- the right to have your personal information erased in certain circumstances (sometimes called the 'right to be forgotten').
- the right to move, copy or transfer your personal information in certain circumstances (allowing you to obtain and reuse the personal data we hold for your own purposes).
- the right to complain to the Information Commissioner's Office which enforces data protection laws: <https://ico.org.uk/>.

### **Children**

We understand the importance of protecting the privacy of children. We therefore do not knowingly collect or maintain personal information from persons under 13 years of age. We will take appropriate measures to delete any personal information we discover to relate to persons under 13 years of age.

### **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 [jo.crabtree@ial.uk.com](mailto:jo.crabtree@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 April 2018.