



AIA
United Kingdom

The American Institute of Architects

AIA United Kingdom
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Privacy Policy

Article I Purpose

The AIA United Kingdom Chapter (AIA UK) is committed to ensuring that your privacy is protected. This Privacy Policy explains what, when and how we collect and use your personal information; how we keep it secure; and why we use it.

Article II Who the Policy Covers

This policy relates to all categories of AIA UK Members (including Honorary Members, FAIA Members located in the UK) and to employees and designated representatives of our corporate sponsors. It also covers the public who attend our events, follow us on social media, use our Website or receive our Newsletter and Announcements.

Article III What, When and How / Chapter Database

Information is collected when individuals contact us to join or to be added to our mailing list by email, post or telephone or – for the public only - through our Website. It is kept on a Chapter Database that is maintained and updated when/if further information becomes available. From time to time, the Chapter requests that the membership and the public update personal contact information and renew consent, but updating can also be done at any time by email or post to the Chapter Executive. A confirmation note will be sent. Public individuals can also unsubscribe via individual Announcements or via email or post to the Chapter Executive.

Individuals are welcome at any time to request details on what personal information is held on them in our Databases via a request to the Chapter Executive by email or post.

The Chapter has put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we hold, including password protection and restricted access.

Information on file for Members includes: Title; names; suffix (e.g., AIA, Int'l Assoc); job title, company, address; email address; web page; phone numbers; and membership category, status and ID number. The information on file also includes limited demographic information and professional activity: age range; gender; other professional affiliation, architectural practice (Y or N), size of practice, local or US based (Y or N).

Information on file for the public individuals includes basic contact details only, primarily email address, although other information as per that for Members can be included if it is volunteered.



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The Chapter Database does not include financial information, personal preferences or ethnicity categories. The formation on the Database is not shared with any other organisation without specific consent. It is used as the source of information for the following:

Membership Directory - We collect information when individuals contact us to become a Member of the Chapter, take on employment with the Chapter or become a representative of a sponsor. The membership information is used as the basis of official UK Chapter Announcements and Administration. Information from the Database is periodically published in a Membership Directory, that provides name; prefix; address, and membership category only. Membership Directories are distributed to bona fide members only. Sponsors are covered by guidelines which prohibit the use of the Directory for any direct marketing. However, members should note that their information could become accessible to use by third parties for their own purposes. AIA UK has no control over and accepts no liability in respect of such access.

Mailing List – The AIA UK Chapter Database is augmented by contact information – primarily email addresses unless other information is volunteered - on public individuals who subscribe to the UK Chapter via our Website, by email, post or telephone call. The Mailing List is used to generate UK Chapter's Event Announcements and to distribute the Newsletters. Members of the public can unsubscribe from the UK Chapter via its Announcements. The mailing list is neither published nor distributed to any third parties.

University Mailing List – The AIA UK Chapter Database also includes the contact details for UK schools of architecture and is used solely to promote the UK Chapter Student Design Charette.

Article IV Special Databases

From time to time, basic contact information - name, address, email address, phone number, registration status and attendance is maintained in separate, secured databases on individuals, including non-Members, with special needs or interests – e.g., Emerging Professional Events participants. Such special databases are used exclusively for publicising AIA UK Chapter Events, allowing lending of registration materials, etc. Inclusion on the any special database is entirely voluntary and is also subject to consent. When the information is no longer needed, it is permanently deleted.

Article V Communications

Contact with individual members or the public in respect of personal issues will always be made by private interview, email, letter or telephone.

General communications are made via our Website, Announcements and Newsletters and by Social Media as outlined below. Selected special Events might also be publicised by posted mail shots. Individuals can unsubscribe via any Event Announcement.

Website – The Website contains information on the Chapter, how to become a member, how to contact us, details on upcoming events, etc. It also contains an ongoing Blog and copies of past Newsletters and End of Year Presentations. The only individual names included on the Website are those of the Chapter Board members and those mentioned in our Newsletter. Our Website does not use cookies.

The Website includes links to other organisations that might be of interest to other architects. AIA UK is not responsible for the privacy protocols of other websites, even if you access them via our links. We strongly advise you to check the policy of each website you visit.

The Website includes a Gallery of photographs from past AIA UK Events. These photos are not identified unless consent is given. Photographs can be removed via request to the Chapter Executive.



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Announcements and Event Announcements – Our Membership Directory Database is used to make formal Announcements for AIA management and governance. Our full Mailing List is used to publicise upcoming Events and to distribute our Newsletter.

Via our Event Announcements, AIA UK uses the Eventbrite platform purely to administer our Event registrations. Eventbrite is subject to its own Privacy Policy and individuals are asked to check this if they have concerns about the platform. Alternative payments by cheque or bank transfer can be arranged via the Chapter Treasurer. AIA UK does not collect or store your payment card details.

Social Media – AIA UK can be followed on Facebook, Instagram, Flickr and Twitter. To manage what information might be accessible to the AIA UK, please adjust your settings and privacy policies on each platform individually.

Article VI Why Information is Used

The information we hold helps AIA UK to provide services to its Members and the Public – such as distributing our Newsletter; informing about and processing our Events; and managing our Membership, etc. It is not used for any form of marketing.

AIA UK will use basic head counts and 'likes' on event attendance and news articles, from its own Website and its service providers (Eventbrite) to assist in event planning and focus. Such analysis is limited to general assessment and headcounts only and no correlation with individuals is made.

Article VII How to Contact the AIA UK Chapter

Post: AIA UK Chapter
27 Old Gloucester Street
London WC1N 3AX
*Please note this address is for mailing purposes only

Phone: +44 (0)203 318 5722

Website: www.aiauk.org

Email: General Queries via Chapter Executive: chapterexecutive@aiauk.org
Membership Queries via Membership Chair: membership@aiauk.org

President: president@aiauk.org
Vice President: vicepresident@aiauk.org
Secretary: secretary@aiauk.org
Treasurer: treasurer@aiauk.org

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