



Alliance for International Education (AIE)

Data Privacy Notice.

In the UK the information people provide to organisations is protected by law. The AIE will handle the information you give us carefully, and in full accordance with the law.

What information do we collect?

The AIE collects and stores information about you in order to register your attendance at our conferences and provide ongoing information about our organisation. This information is called data, and the AIE is the Data Controller. The information we collect from you and store includes your name, contact details, job title, and organisation. We also collect information about any disabilities (this is known as *special category* data).

What will we do with your information?

The AIE will use your information to inform you about AIE activities, predominantly our biennial conferences. Your information will be held securely and will only be accessible to AIE Board members and the AIE Administrator and where necessary the conference management team based in the location of our conference.

We can only share your data with other organisations if you have given us your permission and will only do so if it is necessary. The other organisations we may need to share information with include our conference hosting partners and currently Eventbrite (a U.S.-based event management and ticketing website).

The special category data you provide is used to ensure our conference or activity is fully accessible to you and may be used to monitor our conference diversity.

The AIE will not allow other individuals or organisations to access your data without your consent unless we are required to do so by law, or if there is a risk of serious harm or threat to life.

How secure is your information?

We make every effort to keep your data safe and not accessible to third party individuals or organisations, other than for the purposes as outlined above. We provide data security by password protecting any documents containing your personal data, keeping our computers and laptops safe and using Dropbox (a file hosting service operated by American company Dropbox, Inc.) for file sharing where possible.

As we use Dropbox and Eventbrite it is possible your data may be transferred or stored across borders. Personal data will only be transferred out of the UK or European Economic Area to countries which are considered acceptable under the EU Data Protection Directive, in the case the organisation subscribes to a verifiable certification scheme (e.g. EU-U.S. Privacy Shield Framework), or under contract, subject to EU model contract clauses for personal data transfer. Both Dropbox and Eventbrite adhere to such a certified scheme.

How long will we keep your information?

The AIE will not keep your information for longer than is necessary. We will maintain your data on file after conferences conclude in order to ensure you are kept up to date with future activities and conferences, subject to your permission. Full information about how we treat your information and how



long we keep it for can be found in our Data Protection Policy. A copy of this policy is available on our website (www.intedalliance.com/).

Access to your information and correction

You have the right to request a copy of all your personal information we have stored on our data base. If you would like a copy of this information, please email Vicki.aie.bath@gmail.com.

You can ask us to change anything that is incorrect, and you can ask us to delete some or all of your information at any time.