

ALLIANCE FOR INTERNATIONAL EDUCATION

PRIVACY POLICY

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Privacy Policy

The Alliance for International Education (AIE) is committed to protecting your personal information. We want to be clear about why we hold personal details about you, and how we use them. The aim of this policy is to help you understand how we collect and use your information, and how you can get in touch with us about your preferences.

Please read this policy carefully along with the documents it refers to. By providing us with your personal information you consent to the collection and use of any information you provide in accordance with this privacy policy.

If you have any questions about this policy or your personal information, please let us know via our 'contact us; page: <http://www.intedalliance.org/contact/contact-us/>

What this policy covers

This privacy policy applies to the data we collect through Social Media platforms and our website (<http://www.intedalliance.org/>) and during AIE activities such as our conferences. We collect this data for the purposes of maintaining our contact list and keeping you updated on AIE activities. It also covers any financial data we may collect.

Who are we?

The AIE is registered as a charity (charity number 1117825) in the United Kingdom as a not-for-profit organisation with the Charity Commission. The AIE brings together those who are committed to advancing international education and intercultural understanding to develop ideas and practices through sharing and exploring their similarities and differences.

How do we collect information?

We obtain personal information from you when you ask to join our mailing list through our website or when you register and/or attend an AIE activity or event such as our conferences. We also collect your information when you make a payment to us or link with us on Social Media.

We also gather general non-identifying information when you use our website to improve it and the experience of its users (for information please see 'cookies' section below).

What information do we collect?

The kind of information we collect and how we use it will vary depending on why you have provided it. It can include:

- Your title, name and gender
- Your address, telephone number, mobile number, email address, and your preferences as to how we should contact you in the future.
- Your job title and employer.
- The financial information you give us when making a payment.
- Your correspondence with us (such as emails).
- Non-identifying information about your visit to our website, including technical information such as your IP address.
- Videos or photographs taken during our events which may include you.
- Any other information provided by yourself that is relevant to your relationship with us, for instance your motivations for supporting our work.

Sensitive Personal Data

Data Protection Law says that certain categories of data are more sensitive than others. These are known as *special categories* of personal data and can include information on health, racial or ethnic origin, sexual orientation, political opinions, religious beliefs, and from 25 May 2018 genetic and biometric data.

The AIE does not usually collect *special category* data unless there is a clear reason for doing so. For instance, we may ask your country of origin to monitor our global reach or we may ask about your health/nature of disability when you register for our conference to ensure we are able to provide appropriate support and adjustments if required.

Why do we collect your information?

The AIE collects and stores information about you to register your attendance at our conferences and provide ongoing information about our organisation. We also collect your information to process payments, manage your communication preferences, comply with our legal obligations, policies and procedures and meet financial auditing requirements.

We also keep a record of conference documentation, such as our conference programme for historical purposes. If you present at our conference, the programme

will include your name and email address. This will be made publicly available through our website.

Privacy notice

We want to make it as simple as possible for you to understand how and why we collect and use your data. To this end, we have written a Privacy Notice (<http://www.intedalliance.org/about-aie/aie-privacy-notice/>) which is a summary of the AIE Privacy Policy.

Legal basis and Legitimate Interests

When we collect, store and use your personal information, we make sure we adhere to at least one of the legal grounds available to us under Data Protection Law. In most cases we will use 'consent' or 'legitimate interest' as the legal basis by which to contact you.

Consent

Consent requires a positive opt-in from you. It must be clear and concise and be clear to you how you can opt out should you wish to.

If you sign up through our website, we obtain your consent by asking you to let us know that we can contact you via email. We explain you can change your mind at any time by clicking on the unsubscribe button in the footer of any email you receive from us, or by contacting our administrator via our contact us page:

<http://www.intedalliance.org/contact/contact-us/>. By proceeding you agree we may process your information in accordance with these terms.

When you register for one of our conferences, using an external registration system, you will be asked to provide consent and you may withdraw your consent the same way as above.

Legitimate interest

We believe that the people who are interested in and/or support the work of the AIE would like to receive occasional updates from us, which is why we rely on the legitimate interest legal basis to send direct communications. In the majority of cases, this will be via email, however on occasion it may also be via the telephone or by post.

Marketing: communicating with you about our work

Being able to communicate with you about our work is extremely important to us.

We use the details you have given to us, in combination with the above legal grounds and any contact preferences you have provided, to send you information about our work.

Email

If you provide your consent to us along with your email address, we will communicate with you by email. By opting in to email communication from us or signing up to our e-newsletter, you grant us the right to use your email for this purpose.

We send the majority of our communications electronically, we would therefore advise that you consent to email contact if you wish to receive the most up to date information from us.

Post/telephone

If you have provided us with your postal address or telephone number we may send you post or telephone you about our work, unless you have told us that you would prefer us not to. Unless specifically requested to do so, we do not generally contact people via direct mail or the telephone.

Your wishes

We promise that we will always communicate with you according to your wishes.

We will not share your information with anyone else.

If you do not want to hear from us that is also fine. Please contact our administrator via our contact us page: <http://www.intedalliance.org/contact/contact-us/> and ask not to be contacted again. If you opt not to be contacted by us again, we will update our contact list to ensure that we don't mail you in the future.

You can also register your details with the [Fundraising Preference Service](#) (FPS) if you want to tell us through the [Fundraising Regulator](#) that you would prefer us not to contact you. If you do not have access to the internet, you can call using 0300 3033 517.

Requests can take up to 28 days to be actioned, though we would aim to action any request as quickly as possible.

How we protect 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 equipment and documents containing your personal data, including images, keeping our computers and laptops safe and using an external file storage platform for file sharing where possible.

As we use external registration and storage platforms 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. Any external registration or storage platform used by the AIE will adhere to such a certified scheme.

Who we share your information with

We do not sell or share your personal details to third parties for either fundraising or marketing purposes. We do however use third party suppliers to perform some services on our behalf, as noted above. In these circumstances we do not give these organisations any rights to use your information except to provide services to us in accordance with our instructions and any agreements we have in place. We take care to ensure that our third-party suppliers have appropriate policies and procedures in place to safely manage your data whilst working on our behalf.

At the conclusion of all matters relating to the conference, the AIE will take a download of the personal data collected by the external registration platform for our records. The conference event will then be removed, thereby deleting any personal records from them.

Links on our website

Our website may contain links to third party websites. These websites are responsible for their own data and privacy policies so please make yourself aware of their privacy policies before submitting any of your personal information as we do not accept any responsibility or liability for the privacy policies or data handling processes of others.

Transmitting information over the internet

Despite all of our precautions to protect our website and network no data transmission over the internet can be guaranteed to be 100% secure. So, whilst we strive to protect your personal information, we cannot guarantee the security of any of the information you disclose to us online and wish to draw your attention that you do so at your own risk.

How long do we keep your information?

We store your information for only as long as is necessary and/or legally required for the relevant activity.

If you request that we stop contacting you, we will keep a record of your contact details and appropriate information to enable us to comply with your request to not be contacted by us.

How long does my consent last?

Your consent will remain valid for as long as you continue to wish to receive correspondence from the AIE. Your consent will be recorded on our contact database and you will receive communications in accordance with your wishes.

Your rights to your personal information

You have the right to request a copy of all your personal information held by us. If you would like a copy of this information, please let us know via our contact us page: <http://www.intedalliance.org/contact/contact-us/> .

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.

In order to provide you with a copy of all personal information held by us, we would need you to prove your identity by providing us with two pieces of approved identification such as a copy of your passport, driving license, ID card.

Please send all initial requests via our contact us page:

<http://www.intedalliance.org/contact/contact-us/>. We will respond within 40 days from receipt of your request and ID. We reserve the right to charge a fee of £10 for this process.

Changes to this policy

This policy was updated in April 2020. We may update the terms of this policy at any time, so please do check it from time to time. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address you have provided to us or by placing a prominent notice on our website.

Cookies

If you visit and use our website, we may also collect information about how you use our site. By using our site, you agree to our use of cookies. Please note that these cookie files and IP addresses will **never** identify you as an individual.

The AIE uses Google Analytics to monitor how our site is being used. For more details on Google Analytics please visit their website:

<https://marketingplatform.google.com/about/analytics-360/>

Complaints or comments

If you have any questions or concerns about this privacy policy and our privacy practices or if you wish to file a complaint, please contact our administrator via our contact us page: <http://www.intedalliance.org/contact/contact-us/>

You also have the right to complain to the Information Commissioners Office (ICO) if you believe your personal data has been collected and used in a way that is not compliant with the GDPR. You can do so by calling the ICO helpline on 0303 123 1113 or using their website: <https://ico.org.uk/make-a-complaint/>