The IALD and the IALD Education Trust Privacy Notice – UPDATED 10 December 2018

The IALD and the IALD Education Trust take their obligation seriously to protect personal data that we collect, use, share, and process. This privacy notice tells you what to expect when you provide information to the International Association of Lighting Designers (IALD) and the IALD Education Trust.

Users of our website

Google Analytics
When someone visits iald.org, we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behavior. We may use this information to determine how many people are visiting different portions of the website and help us better tailor the user experience over time. This information is processed in a way that does not identify anyone. We do not make, and do not allow Google to make, any attempts to find out the identities of individuals visiting our website. To opt out of being tracked by Google Analytics across all websites, visit http://tools.google.com/dlpage/gaoptout.

What are cookies?
Cookies are alphanumeric identifiers that a website transfers to your computer’s hard drive through your web browser for record-keeping purposes. IALD.org uses per-session cookies to log you in to the site and to process payments and registrations. With your permission, we will also enable session cookies that make it easier for you to navigate the site, and to allow us to track your activities on our site for marketing purposes.

Clear gifs, pixel tags, and other technologies
Clear GIFs are graphics with a unique identifier that function similarly to cookies. However, while cookies are stored on your computer’s hard drive, clear GIFs are embedded invisibly on web pages. With your permission, we may use clear GIFs (web beacons, web bugs or pixel tags) on IALD.org to provide a better user experience, help us manage content, determine how you learned about our site, and compile statistics about site usage. We and our third-party service providers may also use clear GIFs in HTML emails to help us track e-mail response rates, identify when our e-mails are viewed, and track whether our e-mails are forwarded.

IALD.org Search engine
Our website search engine is powered by Bing. Search queries and results are logged anonymously to help us improve website and search functionality over time. No user-specific data is collected by IALD or any third party as part of this search.

Kentico
We use a third-party service, Kentico, and a third-party company, 1/0 Technologies Inc, to manage and host our website. Kentico collects information from users to facilitate the membership application and donation process, and to collect and securely process
membership application payments to IALD and donations to the IALD Education Trust. Users may need to create an account on IALD.org to process event registration or purchase things from the online store, and the details of this account are stored in Kentico. We do not store credit card information in Kentico; all transactions are secure and encrypted via Paypal. Only anonymized transaction IDs are stored.

**Abila**
We use a third-party service, Abila, to collect and store individual records related to IALD and the IALD Education Trust, LIRC membership and participation. We also use Abila to process registrations for many IALD/IALD Education Trust events, as well as to process payments made on the IALD store. Transaction histories are stored in Abila indefinitely until a user requests them to be deleted. However, no credit card information is ever stored in Abila.

**Career Center**
We use a third-party provider, Naylor Association Solutions, to power our career center at careercenter.iald.org. Naylor collects information on registered users of its service to customize career center listings and allow repeat users to log in again. For more information about how Naylor processes your data, please see Naylor’s privacy statement.

**People who receive email from us**
**Marketing emails and newsletters**
We use a third-party provider, Mailchimp, to deliver our e-newsletters and direct emails from IALD and the IALD Education Trust. Mailchimp gathers statistics on our behalf about email opening and clicks to help us monitor and improve our emails. We only send messages to people who have opted in to receiving communications from us. Individuals can opt out of receiving messages from us at any time by clicking the “update your profile” or “unsubscribe” links at the bottom of all of our communications.

For more information about how your data is stored please see [Mailchimp’s privacy policy](#).

**Membership communications**
We use our member database, Abila, to send membership-relevant information to members of the organization. This may include, but is not limited to, dues renewal communication, information about elections, and IALD governance issues. We may send messages of this kind to any member of IALD or LIRC in good standing as part of your membership with us.

**People who contact us via social media**
We use a third-party provider, Hootsuite, to manage many of our social media interactions, along with the services innately provided by Facebook, Twitter, LinkedIn and Instagram. If you send us a private or direct message via social media, the message will be stored by Hootsuite (or the respective social media platform) for up to one year. The message will not be shared with any other organizations.
People who receive physical mail from IALD and the IALD Education Trust

As the global architectural lighting design association, IALD and the IALD Education Trust communicates not only with its members but also with others in allied fields that use or touch on lighting design such as architects, building engineers, and non-member lighting designers, etc., assuming there is a legitimate interest in receiving this information. You may receive physical mail from IALD and/or the IALD Education Trust providing information on advances in lighting, news about the IALD Education Trust, the IALD Education Trust Scholarships/Travel Stipends program, fundraising for the IALD Education Trust, details about the Certified Lighting Designer (CLD) credential, news about upcoming conferences and events, promotion of IALD’s members, etc. If you do not wish to receive such physical mail, you may contact the IALD Privacy Manager, Theresa Nissen, at iald@iald.org or call +1 312 527 3677 and we will immediately remove you from our mailing list.

People who make a complaint

IALD tries to meet the highest standards when collecting and using personal information. We take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of IALD’s collection and use of personal information. However, we will provide any additional information or explanation needed. Any requests for this should be sent to one of the addresses below.

If you want to make a complaint about the way we have processed your personal information, you may contact the IALD Privacy Manager, Theresa Nissen, at iald@iald.org and we will make every attempt to rectify the situation.

If you are a citizen or resident of an EU member state, under the General Data Protection Regulation (GDPR) you may also make a complaint to the supervisory authority of the member state where you reside, where you work, or where an infringement occurred. You may also contact IALD’s representative in Europe at iald@ialdeurope.com.

EU citizens’ rights for information

As a resident of an EU member state, you have the following rights for information under GDPR:

- The right of access – the right to review any personal data we hold on you
- The right to rectification – the right to request corrections or updates to any personal data we hold on you without undue delay
- The right to erasure – the right to have your data erased from our archives
- The right to restrict processing – the right to clarify and specify how we may and may not use data we hold on you
• The right to data portability – the right to receive data held on you in a commonly used and machine-readable format
• The right to object to data processing under certain circumstances at any time
• Rights in relation to automated decision making and profiling (IALD/IALD Education Trust do not use automated decision making or profiling)

You may reach the IALD to request any of the above by using the contact information at the end of this document.

**How do we use your data?**

**Donor Privacy Information**

The IALD and the IALD Education Trust will not sell, trade or share a donor's personal information, including their name, phone number, email, or physical address with non-IALD/IALD Education Trust third parties nor will it send donors mailings on behalf of other unrelated organizations. This policy applies to all information received by IALD or the IALD Education Trust, both online and offline, as well as any electronic, written or oral communication. The IALD Education Trust occasionally uses third-party vendors to manage and process donor, scholarship and travel stipend information. These vendors are bound by strict confidentiality agreements.

**Credit Card Account Information**

IALD and the IALD Education Trust do not disclose credit card account information provided by its members and customers. When members and customers choose to pay using their credit cards, IALD and the IALD Education Trust uses secure protocols to submit the information needed to obtain payment to the appropriate clearinghouse. All payment information is encrypted and secure. **Please never send IALD – or anyone – your credit card information via email.**

**Disclosures to Third Parties**

If you receive a scholarship or a travel stipend from the IALD Education Trust, with your permission, the Trust may share your name, school, the degree you are working on and your award amount in various print and digital media formats including print publications, websites, e-marketing, posters, banners, advertising, film, and social media. If you grant this permission, you need to understand that this information is then available to the general public and the use of it is no longer in the control of the IALD Education Trust.

**Mailing Address**

IALD and the IALD Education Trust share mailing addresses with third party mailing houses to process postage and deliver mail to people with a legitimate interest in the lighting industry and the services of the IALD and the IALD Education Trust, or who have requested to receive certain information. IALD only shares as much information as is required to fulfill the mailing, and mailing houses delete the information as soon as mailings have been distributed.
How Long We Retain Your Personal Data
The IALD and the IALD Education Trust retain personal data identifying you for as long as necessary in the circumstances—for instance, as long as you are a member of the IALD or have a relationship with the lighting industry, the IALD and the IALD Education Trust will for a reasonable period send you information where we have regular contact with you, or as may be needed to enforce or defend contract claims or as is required by applicable law.

The IALD and the IALD Education Trust have adopted a Record Retention and Destruction Policy (which will be available on request). The criteria we use for determining the relevant retention and disposal periods we adopt are based on the purpose for which we hold data and the reasonable expectations of those whose personal data we collect in these circumstances, taking into account various legislative requirements and guidance issued by relevant EU regulatory authorities.

In accordance with the above retention policy, the personal data that we no longer need will be disposed of and/or anonymized so you can no longer be identified from it.

Links to other websites
This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Changes to this privacy notice
We may update this Policy from time to time without notice to you other than posting the revised policy on the IALD Website or by providing such notice about or obtaining consent to changes as may be required by applicable law. If we change our Policy, we will post those changes to this Policy and change the effective date above. We encourage you to periodically review this document for the latest information on our privacy practices.

About the GDPR
Under the GDPR, the IALD and the IALD Education Trust uses the following lawful bases for processing personal data:

- **Legitimate Interest** – As a global lighting design association, the IALD and the IALD Education Trust communicate not only with its members but also with others in allied fields that use or touch on lighting design. The IALD and the IALD Education Trust provide information to these individuals about advances in lighting, news about upcoming conferences or events, promotion of its members, etc. in order to effectively manage and accomplish the mission of the IALD and the IALD Education Trust. Individuals may unsubscribe at any time from receiving this information.

- **Consent** – IALD and the IALD Education Trust will ask explicit permission to collect and process certain information such as special categories of personal data. We will always tell you directly what information is being requested and what we plan to do with it. We also give separate granular options to consent separately to different purposes and types of processing. We allow individuals to withdraw their consent at any time without detriment.
- **Contractual**- In order to become a member of IALD, individuals apply and pay a fee which provides basic rights and responsibilities of both the member and the organization as provided for in IALD’s bylaws. Therefore, there are certain notifications that individuals will receive that they cannot opt out of such as dues renewal notices, information about the bylaws, elections’ information, etc.

**Contact Information**

For general privacy requests or concerns, contact:
IALD Headquarters  
Attn: Theresa Nissen, Privacy Manager  
440 N. Wells St., Ste. 210  
Chicago, IL 60654  
USA  
TEL: +1 312 527 3677  
FAX: +1 312 527 3680  
EMAIL: iald@iald.org

For privacy requests or concerns made by EU citizens, contact:
IALD Headquarters  
Attn: Theresa Nissen, Privacy Manager  
440 N. Wells St., Ste. 210  
Chicago, IL 60654  
USA  
TEL: +1 312 527 3677  
FAX: +1 312 527 3680  
EMAIL: iald@iald.org

- OR -

IALD’s representative in Europe:
IALD Europe  
Attn: Nele Devolder  
Avenue Jules Bordet 142  
1140 Brussels  
Belgium  
TEL: +32 (0)2 761 1682  
FAX: +32 (0)2 761 1699  
EMAIL: iald@ialdeurope.com