



## **AIA CNJ PRIVACY POLICY**

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### **AIA CNJ**

The AIA CNJ's hours of operation are from 8:30 a.m. to 5 p.m. ET, Monday through Friday (except national holidays). To protect your privacy and security, we will also take reasonable steps to verify your identity. Please do not send us sensitive information, such as your credit card or social security numbers, via e-mail. It is possible that during transmission of your e-mail this information may be intercepted by a third party. We cannot guarantee its safety while in transit.

### **HOW WE COLLECT PERSONAL DATA**

Your privacy is important to the AIA CNJ. We adhere to applicable privacy laws and regulations affecting your data, and strive to adopt best practices when it comes to your privacy.

Registration is required to obtain any product or service (tangible or virtual) offered by the AIA CNJ. In all cases registration requires that a valid mailing address be submitted to appropriately fulfil a product or service request. Online registration requires a valid email be provided because an online profile is created during the registration process.

Occasionally, AIA CNJ asks for general demographics data as a part of its diversity and inclusion initiatives and commitment.

When purchasing a product or service online users are asked to provide a credit card number to complete their transaction. AIA CNJ does not store credit card information after the transaction is complete. AIA CNJ follows Payment Card Industry (PCI) standards for all online and paper sales and this practice is accepted by PCI.

### **HOW YOUR INFORMATION IS USED**

AIA CNJ may communicate with its members and customers electronically and through bulk mail advertisements.

Your data is used according to your relationship to the AIA. A description of the different relationship types is below. Please note, although AIA CNJ controls, operates, maintains, and oversees the database in which your data is stored, your data may be shared with AIA, AIA chapters, AIAS, the Architects Foundation and the AIA Trust

#### **Non-member Customer Data**

Non-member customer data generally obtained through online or storefront (paper) registration and sales is for internal AIA CNJ purposes only and is not shared or sold to vendors for bulk mail solicitations. It is used to solicit feedback on the product or service purchased and to inform customer of new products and services available for sale. It is also used for market research within the AIA CNJ, and to develop products and services to benefit the architectural profession.



### **Member Data**

Member data is generally obtained through AIA CNJ's online registration or through paper applications submitted for membership. Member data may be used for market research within AIA CNJ, and to develop products and services to benefit the architectural profession.

### **COMMITMENT TO DATA SECURITY**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, AIA CNJ has implemented the appropriate physical, and electronic procedures to safeguard and secure the information we collect online and by paper. For Site security purposes and to ensure that this service remains available to all users, AIA CNJ computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals evidence of possible abuse or criminal activity, such evidence may be provided to appropriate law enforcement officials.

The portions of our Site requiring login or data entry by Web users are protected by industry standard security practices. All paper applications are scanned and maintained in a secure server environment.

To access your information to modify it or to opt out of any of AIA CNJ's communications, please contact us as noted in the communication that you receive.

### **WEB BROWSING PRACTICES**

#### **Cookies**

Our sites use cookies, which are tiny files that are downloaded to your computer, to improve your experience. This page describes what information they gather, how we use it and why we sometimes need to store these cookies. We will also share how you can prevent these cookies from being stored however this may downgrade or 'break' certain elements of the sites functionality.

We use cookies for a variety of reasons detailed below. Unfortunately, in most cases there are no industry standard options for disabling cookies without completely disabling the functionality and features they add to this Site.

You can prevent the setting of cookies by adjusting the settings on your browser (see your browser Help for how to do this).

The Cookies We Use:

**Account related cookies:** If you sign up for an account with us then we will use cookies for the management of the signing process and your account. These cookies will usually be deleted when you log out however in some cases they may remain afterwards to remember your Site preferences when logged out.

**Login related cookies:** We use cookies when you are logged in so that we can remember this fact. This prevents you from having to log in every single time you visit a new page. These cookies are typically



removed or cleared when you log out to ensure that you can only access restricted features and areas when logged in.

**Email related cookies:** Our Site may offer email subscription services and cookies may be used to remember if you are already registered and whether to show certain notifications which might only be valid to subscribed/unsubscribed users.

**Forms related cookies:** When you submit data through an online form, such as those found on contact pages or comment forms, cookies may be set to remember your user details for future correspondence.

**Analytics cookies:** Our Site uses certain third-party cookies, such as Google Analytics, Google Tag Manager, and Google AdWords. These are you use the Site and ways that we can improve your experience. These cookies may track things such as how long you spend on the Site and the pages that you visit so we can continue to produce engaging content.

#### **External Links Disclaimer**

AIA CNJ provides links from our Web pages to external Web sites because they provide information that may interest our customers. This is provided as a convenience only. External links do not constitute an endorsement by AIA CNJ of the opinions, products, or services presented on the external Site, or of any sites linked to it. AIA CNJ is not responsible for the legality or accuracy of information on externally linked sites, or for any costs incurred while using externally linked sites.

#### **Social Networking Sites and Applications**

It is important to note that AIA CNJ may also provide links to other third-party sites and applications (e.g, LinkedIn, Facebook, Twitter, YouTube). These sites and applications may not follow the same privacy policies as AIA CNJ. For instance, these sites and applications may use cookies, collect data, and use the data in ways that AIA CNJ would not. AIA CNJ is not responsible for the privacy practices on these other sites.

#### **CHILDREN'S PRIVACY**

Our Sites are not directed to children under the age of 13, if you are not 13 years or older, do not use our Site. We do not knowingly collect Personal Data from children under the age of 13. If we learn that Personal Data of persons less than 13 years-of-age has been collected through our Site, we will take the appropriate steps to delete this information. If you are a parent or guardian and discover that your child or a minor under the age of 13 has posted, submitted or otherwise communicated Personal Data to our Site without your consent, please contact us so that we may take appropriate action to remove the minor's Personal Data from our systems.

#### **DATA SUBJECTS**

**Data Controller.** AIA CNJ is the data controller for the processing of your Personal Data as described in this Policy.

#### **Your Rights**

Subject to applicable law, you have the following rights in relation to your Personal Data:



**Right of access:** If you ask us, we will confirm whether we are processing your Personal Data and, if so, provide you with a copy of that Personal Data (along with certain other details). If you require additional copies, we may need to charge a reasonable fee.

**Right to rectification:** If your Personal Data is inaccurate or incomplete, you are entitled to have it rectified or completed. If we have shared your Personal Data with others, we will tell them about the rectification where possible. If you ask us, where possible and lawful to do so, we will also tell you with whom we shared your Personal Data so that you can contact them directly.

**Right to erasure:** You may ask us to delete or remove your Personal Data and we will do so in some circumstances, such as where we no longer need it (we may not delete your data when other interests outweigh your right to deletion). If we have shared your data with others, we will tell them about the erasure where possible. If you ask us, where possible and lawful to do so, we will also tell you with whom we shared your Personal Data so that you can contact them directly.

**Right to restrict processing:** You may ask us to restrict or 'block' the processing of your Personal Data in certain circumstances, such as where you contest the accuracy of that Personal Data or object to us processing it. We will tell you before we lift any restriction on processing. If we have shared your Personal Data with others, we will tell them about the restriction where possible. If you ask us, where possible and lawful to do so, we will also tell you with whom we shared your Personal Data so that you can contact them directly.

**Right to data portability:** Effective September 1, 2019, you have the right to obtain your Personal Data from us that you consented to give us or that is necessary to perform a contract with you. We will give you your Personal Data in a structured, commonly used and machine-readable format. You may reuse it elsewhere.

**Right to object:** You may ask us at any time to stop processing your Personal Data, and we will do so:

**Right to withdraw consent:** If we rely on your consent to process your Personal Data, you have the right to withdraw that consent at any time. This will not affect the lawfulness of processing based on your prior consent.

#### **Legitimate Interest**

"Legitimate interests" means the interests of The American Institute of Architects in conducting and managing our organization. For example, we have a legitimate interest in processing your Personal Data to analyze how the Websites, Apps and our products and services are being used by you, and to ensure network and information security, as described in this Privacy Policy. When we process your Personal Data for our legitimate interests, we make sure to consider and balance any potential impact on you, and your rights under data protection laws. Our legitimate interests do not automatically override your interests. We will not use your Personal Data for activities where our interests are overridden by the impact on you, unless we have your consent or those activities are otherwise required or permitted to by law. You have the right to object to processing that is based on our legitimate interests. For more information on your rights, please see "Your Rights" section above.

#### **MODIFICATIONS TO THIS PRIVACY NOTICE**

If we make any material changes to this Notice or the way we use, share or collect personal data, we will notify you by revising the "Last Updated" at the top of this Notice, prominently posting an announcement of the changes on our Site, or sending an email to the email address you most recently provided us (unless we do not have such an email address) prior to the new policy taking effect. Any changes we make to this Notice in the future will be posted on this page and, where appropriate, notification sent to you by e-mail. Please check back frequently to see any updates or changes to this Notice.

*-September 2019*