



ACADÉMIE INTERNATIONALE  
DE LA CÉRAMIQUE  
INTERNATIONAL ACADEMY  
OF CERAMICS

**PRIVACY POLICY OF THE INTERNATIONAL ACADEMY OF CERAMICS**

The International Academy of Ceramics collects, stores and generally processes personal information that you submit as an applicant to the IAC and, later on as an IAC member.

This document describes:

- (1) the information that we collect and how we collect it,
- (2) the ways we use your personal information and why we use it,
- (3) who may receive your information,
- (4) how to manage your privacy choices,
- (5) how your data will be protected and how long it will be retained, and
- (6) policy updates and IAC Office contact details.

**1. Information that we collect and how we collect it:**

To run our service we need to collect information from you. Here we outline what information the IAC collects and how we collect it.

What we collect	How we collect it
Your name.	We require you to provide your name and surname when you apply to the IAC or when the IAC creates your account.
Your title.	You may choose to indicate any job-, education-related or honorific title when you or the IAC create your account. Providing this information is not required to become a member.
Your postal address(es).	We require you to provide a postal address when you apply to the IAC or when the IAC creates your account. We may collect additional postal addresses

	that you mention in your correspondence with the IAC.
Your email address(es) and phone number(s).	We require you to provide an email address and phone number when you apply to the IAC or when the IAC creates your account. We may collect additional email addresses and phone numbers that you use in your correspondence with the IAC.
Your birth date and gender.	We require you to provide your date of birth and gender when you apply to the IAC or when the IAC creates your account.
Your profession.	You may choose to indicate any current or past job when you or the IAC create your account. Providing this information is not required to become a member.
Your account username.	We require you to provide a username when you apply to the IAC. We may also create it for you as a member.
Your password.	We may create or reset your password for you to use your member account. Once you modify it via your member account, you are the only one to know it. If you forget it, we may reset it and provide you with a new one.
Your IP address.	Your "IP address" is a designator that is automatically assigned to the computer that you are using by your Internet Service Provider (ISP). An IP address may be identified and logged automatically in our server log files (managed by the Swiss web host Infomaniak) whenever you use our platform and services, along with the time of your visit and the specific page(s) that you visited.
Your profile picture.	We require you to submit a portrait picture of yourself when you apply to the IAC. As a member, you may choose to upload a profile picture when you activate or update your member webpage.

Documents in connection to your activity.	You may choose to upload documents (photographs or written material) attesting to your practice as an artist, gallerist, teacher, etc. when you activate or update your member webpage. Providing this information is not required to become a member but it is recommended.
Transaction details in relation to your member fees and donations.	We collect your payment information including your credit card or bank number, expiration date, billing address and transaction amount.
Any other information you voluntarily submit.	You may be offered the choice to provide additional information to us. For example, we may collect information when you respond to our emails or newsletters or provide information if we assist you by telephone. Or, once we have accepted your friendship request on Facebook, whenever you share information on Facebook. Providing this information is not required to use the service.

Some of the information above reveals your identity, or is directly tied to it, such as your name and email address. Some of this information does not reveal your identity, or does not directly relate to you, such as your browser and device information. If we ever combine non-personally identifiable information with personally identifiable information, the combined information will be treated by us as personally identifying information and protected accordingly.

## **2. Ways we use your personal information and why:**

Here are the ways we may use your information to run the IAC. Our legitimate interests are explained below, alongside examples of how your information may be used for these purposes.

Purpose	Examples
To communicate with you.	To communicate our activities, including IAC Congresses and events. To communicate our association policies and operation modes. To communicate your membership status, including your membership fees. We may contact you by email (including

	<p>newsletters sent via the automated marketing web company MailChimp), postal mail, and by phone. If you make a request to be a friend of the IAC on Facebook, we may also contact you via Facebook.</p>
<p>To efficiently follow and accomplish our association's goals.</p>	<p>To develop our activities and services, including the organisation of our Congresses, curatorial and fundraising projects, UNESCO-related activities, etc.          To identify usage trends, for example, understanding which parts of our website are of most interest to members.          To determine the effectiveness of our communication campaigns.</p>
<p>To facilitate the functionality of our website.</p>	<p>To ensure that our website functions properly and is optimized for your computer or device.          To enhance your access to our web services, including creating and managing your applicant or member account.          To store your member account preferences.</p>
<p>To ensure the secure operation of our association.</p>	<p>For data analysis (for example to improve the efficiency of our services).          For audits, so to verify that our internal processes function as intended and are compliant with legal, regulatory, or contractual requirements.          For fraud and security monitoring purposes (for example to detect and prevent cyber-attacks or attempts to commit identity theft).          To improve or modify our website.          For legal compliance purposes. In rare circumstances, we may have to use and disclose information that we have about our users in order to exercise or protect legal rights or defend against legal claims under applicable law.</p>

### **3. Who may receive your information:**

Here we outline who we may share your personal information with.

#### **A. Sharing with IAC members:**

You may be an applicant to or an actual member of the IAC. In both cases, we may share the following information with other IAC members:

- your name and title
- your contact details: postal address, email address and phone number
- documents in relation to your activity that you submitted at the application stage

#### **B. Sharing with third parties:**

##### **a) Membership fees:**

For the purpose of processing the payment of your member fees, your payment information including your credit card or bank number, card expiration date, billing address and transaction amount is collected by the IAC and by a third-party payment processor, which may be our bank PostFinance AG or our payment partners PayPal or Six Payments AG (depending on your payment method). Such payment information will be subject to the respective third party's privacy policy. We have no control over, and are not responsible for, the third party's collection, use and disclosure of your personal information.

##### **b) Organisation of Congresses:**

For the purpose of organising biennial Congresses, your name, email address(es) and country of residence or birth country may be shared with the entity responsible for Congress registration. However careful we may be in establishing contractual rules regulating the processing of your personal information by the Congress organisers, we may not be held liable for their wrongful processing of your personal information. We may revoke their authorization to access your personal information, in response to reports of abuse.

##### **c) Proxy:**

For the purpose of communicating with you and to manage your membership, we may contact and transact with the third-party person of your choice. This is the case, for example, if you are no longer able to communicate by email or to effect banking operations. We will then correspond and share your personal information with the person whom you appointed to manage your membership.

##### **d) Legal and administrative obligations:**

We may use and disclose your personal information as necessary or appropriate, especially when we have a legal obligation or a legitimate interest to do so:

=> Fraud prevention: We may use and disclose the information we collect from and about our users as we believe necessary to investigate, prevent, or respond to suspected illegal or fraudulent activity or to protect the safety, privacy, rights, or property of us, our users, or others.

=> Law enforcement purposes: If requested or required by government authorities such as law enforcement authorities, courts, regulators, or otherwise to comply with the applicable law (which may include laws outside your country of residence), we may have to disclose information we have about our members and applicants. We also may use and disclose information collected about you in order to exercise or protect legal rights or defend against legal claims.

Outside of these situations, we will not share your personal information with any other third party.

#### C. Information on your member webpage:

Please note that the information that you choose to display on your member webpage (hosted by the IAC website) is viewable to any visitor of the IAC website, as well as to search engines, and any other organizations that provide archival internet services. It is your responsibility to delete all sensitive data from documents that you post online.

### **4. How to manage your privacy settings:**

You may ask us for the information we have about your member account. Upon request, we may also change or delete information related to you. You can even ask us to delete your IAC account entirely, although this will be considered as a termination of your IAC membership.

#### A. Accessing or deleting your information:

If you would like to review, correct, update, suppress, or delete personal information that has been previously provided to us by you or by the person acting as proxy, you have several ways to contact us:

- a) By email at [contacts@aic-iac.org](mailto:contacts@aic-iac.org),
- b) By telephone on +41 22 418 54 76,
- c) By fax on +41 22 418 54 51
- d) By postal mail at: Academie Internationale de la Ceramique, c/o Musee Ariana, 10 avenue de la Paix, 1202 Geneve, Switzerland.

Please let us know what information you would like us to remove from our database or alternatively let us know what limitations you would like to put on our use of your personal information. We will try to process your request as soon as reasonably possible. Please note that we may need to retain certain information for record keeping purposes and/or to complete any transactions that you began prior to your request.

#### B. Newsletter settings:

As an IAC member you are automatically included in our mailing list. You will therefore receive newsletters informing you of important events, projects, changes to our

governance structure, etc. If you no longer want to receive these newsletters, you may opt out of receiving these by unsubscribing (follow the instructions contained at the bottom of any such email). Please note that if you opt out of receiving these newsletters, you will miss important notices and deadlines, thereby reducing your ability to maintain an active membership. Even if you opt out of receiving newsletters, we may still send you important administrative emails (such as updates about your account or service changes), from which you cannot opt out.

#### **5. How your data will be protected and for how long it will be kept on file:**

We seek to use reasonable organizational, technical, and administrative measures to protect your personal information within the IAC Office from loss, misuse, unauthorized access or disclosure, alteration and/or destruction. Unfortunately, no data transmission or storage system can be guaranteed as being 100% secure. If you have reason to believe that your relationship with us is no longer secure, please immediately notify us using the contact details listed at the end of this privacy policy.

We will retain your personal information for as long as needed or permitted in light of the purposes for which it was obtained. The criteria used to determine our retention periods include the duration of your membership, our legal obligations and/or whether retention is advisable for archival purposes.

#### **6. Policy updates and IAC Office contact details:**

This privacy policy is subject to change. The "Effective date" legend at the top of this privacy policy indicates when it was last revised.

We welcome questions, concerns, and feedback about this privacy policy. If you have any suggestions for us, please feel free to let us know by contacting the IAC Office :

- a) By email at [contacts@aic-iac.org](mailto:contacts@aic-iac.org),
- b) By telephone at +41 22 418 54 76,
- c) By fax at +41 22 418 54 51
- d) By post mail at Academie Internationale de la Ceramique, c/o Musee Ariana, 10 avenue de la Paix, 1202 Geneve, Switzerland.

In the event of different language versions, the French version of this privacy policy always takes precedence.