



AIIC WEBSITE PRIVACY POLICY

This privacy policy (the **Privacy Policy**) applies to the processing of personal data by International Association of Conference Interpreters, International Secretariat, 46 Avenue Blanc, 1202 Geneva, Switzerland (**AIIC, we, us** or **our**) in connection with its website, accessible without limitation at <https://aiic.org> (the **Website**).

By accessing and using the Website, you expressly acknowledge that we collect and process your personal data in accordance with this Privacy Policy.

We reserve the right to amend this Privacy Policy at any time at our sole discretion in order to adapt it to any new commercial or technological practice or change in the law. Should this occur, we will inform you by any appropriate means (including via email or the Website, e.g. banners, pop-ups or other notification mechanisms). If you do not accept these amendments, your sole remedy is to no longer access and/or use the Website.

This Privacy Policy explains (i) which personal data are collected when you access and use the Website, (ii) the manner and the purposes for which we process the personal data, and (iii) the measures which we take in order to protect such personal data.

1 Legal Basis for Processing Your Personal Data

We only process your personal data if we have a valid legal ground to do so.

- 1.1 We recognize the importance of your privacy and of transparency in our processing of your personal data. We will only process your personal data if we have valid legal ground to do so. Depending on the processing activity carried out, we will therefore only process your personal data if:
- we have obtained your prior unambiguous consent;
 - the processing is necessary to perform our contractual obligations towards you or to take pre-contractual steps at your request;
 - the processing is necessary to comply with our legal or regulatory obligations; or
 - the processing is necessary for our legitimate interests except where they are overridden by your interests or fundamental rights and freedoms. Relevant 'legitimate interests' include: [(i) to benefit from cost-effective services (e.g. we may opt to use certain Websites offered by suppliers); (ii) to protect the security of our IT systems, architecture and networks; and (iii) to meet our corporate and social responsibility objectives.]
- If you decide not to provide us certain personal data legitimately required, one or more functions or transactions related to the Website may not operate as expected.
- 1.2 At any time, if you indicate in writing that you wish to discontinue your Subscriber Profile on the Website, within 90 days of such, we will transform your personal data through a process of data anonymization, unless your personal data must be retained for a valid reason, in which case we will so indicate to you by appropriate means.

2 How and Where We Collect Your Personal Data

We collect the personal data which you provide.

- 2.1 We collect, directly or indirectly via our partners, your personal data when you provide it to us via the Website. For example: when you create and/or manage your Subscriber Profile, through web forms you fill, when you subscribe to AIIC's newsletter, register to an event, access our online Library, apply for a job through AIIC, publish an article/blog post, or apply for pre-candidacy or membership within the AIIC.



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- 2.2 Such personal data may include your name, birth date, user name, personal and business addresses, email, telephone and fax numbers, gender, résumé, work language, social profile, and any other relevant information which we and/or our partners may request from you.

Certain personal data are also collected in an automated manner.

- 2.3 We may also automatically collect personal data when you access and use the Website, including cookies and other active elements contained in our emails, such as the IP address or other user identifications on your devices, visiting date on the Website, information about your web browser. When you are logged into your Subscriber Profile, we automatically collect data about the links you select within the Website or other information related to your interaction with the Website, including your navigation details on the Website.

When you are not logged into the Subscriber Profile, you can define certain authorizations and settings related to the automated collection of your personal data.

- 2.4 You may define certain authorizations related to data collection, in the settings of your device or of your web browser, according to the available functionalities.
- 2.5 You may also define certain settings for the automated collection of your personal data through the cookies setting plugin available on the Website. For more detailed information, please consult the chapter on cookies below.

3 Processing Methods

We may process your personal data by automated means but take appropriate security measures.

- 3.1 We process your personal data in compliance with Swiss data protection law and the EU General Data Protection Regulation and namely take the appropriate technical and organizational security measures to prevent the unauthorized access, disclosure, modification, alteration or destruction of your personal data. Data processing is carried out with computers or computer tools, and in compliance with the purposes indicated in this Privacy Policy and the Terms of Use applicable to the Website.
- 3.2 We may use your personal data to create a profile about you and provide you with more relevant information and services (profiling). You may have the right to object to such activities, in accordance with applicable data protection laws. We do not use individual decision-making based solely on automated processing.

4 Purposes of Data Processing

We process your personal data to operate the Website and to provide related services.

- 4.1 We may ask you (voluntarily) to provide personal data so that we may provide services to you, for example to: allow you to create and/or manage your Subscriber Profile, apply for pre-candidacy or membership within the AIIC, subscribe to AIIC's newsletter, register to an event, access our online Library, apply for a job, publish an article/blog post, and send to you and receive from you written communications, interacting with you, providing you with requested information and services, or in the manner expressly indicated when the personal data concerned are collected.

We may process your personal data to allow you to register and attend events, to purchase products, to apply for pre-candidacy, for membership or for job opportunities.

- 4.2 We may process your personal data to allow you to apply for pre-candidacy or membership within AIIC, to register and attend events, to purchase products, to access documents and communications. AIIC is an international association. As an individual, you can join AIIC as a member provided you comply with your duties of membership, and provided you adhere to and accept AIIC's rules and by-laws accessible at <https://aiic.org/basic-texts>.



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We may process your personal data and special categories of data (also called “sensitive data”).

- 4.3 AIIC may allow your personal data to be displayed for access, in whole or in part, on the Website to those who are not Subscribers and allow specific details of any AIIC member who is registered to be displayed in AIIC’s worldwide public directory. This directory allows a multi-criteria research of AIIC interpreters, in particular with the interpreter’s address or location, working languages and indirect or direct ethnic or “racial” data, which are considered special categories of data (also called “sensitive data”). By submitting any such information, by responding to any AIIC inquiry related thereto, and/or using the Website for the purpose of being listed within AIIC’s directory, you explicitly agree to such use of your personal data.

Provided you opted-in to this service, we may process your personal data for sending our newsletter, or for other marketing and advertising purposes.

- 4.4 Provided that we have obtained your prior and unambiguous consent, we may use your personal data, in particular, the contact details as well as other indications and data collected in accordance with this Privacy Policy, for marketing and advertising purposes, e.g. to send you information and offers relating to our events and services and/or of our partners, such as prospectuses, newsletters, and other advertising messages.
- 4.5 For example, if you subscribe to AIIC’s newsletter, we will provide you with email alerts on AIIC news and updates on the AIIC community, in particular on its activities and events – such as: AIIC’s Assembly; specific meetings, activities and events proposed by AIIC; and training or marketing courses relating to the interpretation world and activities.
- 4.6 You may withdraw your consent at any time.

We may process your personal data to improve services and for statistical purposes.

- 4.7 We may process your personal data for statistical purposes, for internal analysis, to ensure the Website’s stability and security and/or for the improvement of the products and services available through the Website, in accordance with data protection laws.

We may process your personal data if we have a legitimate interest or a legal obligation to do so.

- 4.8 We may further process your personal data if we have a legitimate interest or a legal obligation to do so. This will for instance be the case if we need to disclose certain information to public authorities or retain such information for tax or accounting purposes, or the establishment, exercise or defense of legal claims.

5 How long do we store your Personal Data?

We will not retain your personal data for a longer period than necessary for the purposes as outlined in this Privacy Policy.

At any time, if you indicate to us in writing that you wish to discontinue your Subscriber Profile, within 90 days of such, we will transform your personal data through a process of data anonymisation, unless your personal data must be retained for a valid reason, in which case we will so indicate to you by appropriate means.

6 Communication to Third Parties

We may disclose your personal data to third parties if necessary, for the proper operation of the Website and the provision of related services, or for promotional services.

- 6.1 We may communicate your personal data to third parties as part of operating the Website, and to subcontractors such as IT systems providers, cloud service providers, database providers, automated marketing solutions providers and consultants, including: Olatech Business Hosting Corporation, SurveyMonkey Inc.; Amazon.com Inc et Amazon Web Services Inc.; Google LLC; Integration SA, Zoom US, MailChimp, LogMeln (GoToMeeting), SaferPay.



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The preceding list of third parties may be updated from time to time.

- 6.2 In the above contexts, the Website may contain links to other websites. Please note that this Privacy Policy does not apply to the practices of any company or individual that we do not control, nor to any other website that may be linked to the Website. You should carefully review the privacy policies of any other website that you visit from the Website to learn more about their information and privacy practices. In such contexts, the collection and use of your personal data shall be governed by such other party or website's privacy policy. We shall not be held responsible for their privacy practices.

We may also disclose your personal data to third parties when we have a legitimate interest or legal obligation to do so.

- 6.3 We may also disclose your personal data when we have a legitimate interest to do so, for instance to (i) any third party to whom we assigns or transfers any of our rights or obligations; (ii) to competent courts or supervisory or regulatory bodies, when we must compellingly disclose your personal data, pursuant to any applicable law, regulation or order.

7 International Transfers

Your personal data may be disclosed outside of your country of residence, including to countries that do not guarantee the same level of data protection and privacy as Switzerland and the European Union.

- 7.1 The personal data that we collect from you may be stored and processed in your region, or transferred to, stored at or otherwise processed outside your country of residence, including, in respect of residents of a country within the European Economic Area (the "EEA") or Switzerland, in a country outside the EEA or Switzerland, including without limitation the U.S. and/or Canada, or any other country which do not necessarily offer an adequate level of data protection as recognized by the European Commission or Switzerland. Your personal data may also be processed by staff operating inside or outside your country of residence, including staff located outside of the EEA or Switzerland, who work for us or our service providers.
- 7.2 Where we transfer your Personal Data outside the EEA or Switzerland, we will ensure that suitable safeguards are in place to help ensure that our third party service providers provide an adequate level of protection to your Personal Data, for instance by relying on the EU-U.S. Privacy Shield Framework, the Swiss-U.S. Privacy Shield Framework, or on standard contractual clauses adopted by the European Commission.
- 7.3 You may request additional information in this respect and obtain a copy of the relevant safeguards upon request through sending a request to the contact indicated section 11 below.

8 Security

We maintain physical, technical and procedural safeguards to keep your personal data secure.

- 8.1 We are committed to the security of your personal data, and have in place physical, administrative and technical measures designed to keep your personal data secure and to prevent unauthorized access to them. We restrict access to your personal data to those persons who need to know them for the purposes described in this Privacy Policy. In addition, we use standard security protocols and mechanisms for the transmission of sensitive data. When you enter sensitive information on our website, we encrypt it using secure socket layer (SSL) technology.
- 8.2 Although we take appropriate steps to protect your personal data, no website is completely secure. Therefore, we cannot guarantee that data you provide to us is safe and protected from all unauthorized third-party access and theft. We waive any liability in this respect.
- 8.3 The Internet is a global environment. As a result, by sending information to us electronically, such data may be transferred internationally over the Internet depending upon your location. The Internet is not a secure environment and this Privacy Policy applies to your use and disclosure of your personal data once



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it is under our control only. Given the inherent nature of the Internet, all Internet transmissions are done at your own risk.

- 8.4 If we have reasonable reasons to believe that your personal data have been acquired by an unauthorized person, and applicable law requires notification, we will promptly notify you of the breach by email (if we have it) and/or by any other channel of communication (including by posting a notice on the Website).

9 Cookies and Similar Technologies

We use cookies and other similar technologies in connection with the Website.

- 9.1 A cookie is a small data file that we transfer to and is stored on your electronic device. For example, we use cookies or other analytics tools to measure the traffic to and usage of the Website and their distinctive features, and other miscellaneous uses.
- 9.2 We use various types of cookies or other similar technologies, some of which are likely to automatically process data directly on your devices and/or to transfer your personal data to us.

When you are not logged into the Subscriber Profile, you may manage the cookies and similar technologies via the settings of your browser and/or your devices, as well as through the interface available on the Website.

- 9.3 You may change your cookies preferences through the banner interface tool available on the Website, however, to gain access to, and to have continued use of the Subscriber Profile, you must accept the Essential Cookies, detailed in section 9.7 below, and essential identity-based tracking tools.

In your Subscriber Profile, you may at any time refuse the use of Essential Cookies, detailed in section 9.7 below, and essential identity-based tracking tools, but your access to the Subscriber Profile will then be suspended.

Also note that we use Google Analytics on the Website, however its default setting is turned off. You may choose to turn it on through the interface available on the Website.

- 9.4 For more information, please visit <http://www.allaboutcookies.org/>. Please check the user help sections of your Internet browser or electronic devices for specific instructions on the management of cookies.

Why and how we use cookies and other similar technologies?

- 9.5 These technologies are generally aimed at monitoring and analysing your interactions with the Website and/or to enable us to improve the Website and their functionalities, namely through a personalization of the Website and the related services, according to your interactions. We also use cookies and similar technologies to measure and monitor the traffic and use of the Website, as well as its performance.
- 9.6 Some cookies are retained in your electronic device for only as long as you access and use the Website, while others persist for a longer specified or unspecified period.

We use the following cookies:

Essential cookies

- 9.7 Some cookies we place on your electronic device ensure that the Website delivers you without limitation information securely and optimally. The Service/website cannot function properly without these Cookies. Details of our Essential Cookies are:



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Cookie	Provider	Stored / processed data	Expiry	Description
JSESSIONID	in1touch	Unique random session identifier	After 2 hours of inactivity or when the browser closes	Authentication cookie. Used in session tracking
LOCALE	in1touch	Browser Locale	90 days	Check Language used
firstName	in1touch	Encoded First Name	90 days	To improve and simplify login experience
login	in1touch	Encoded username	90 days	To improve and simplify login experience
cc-analytics-disabled	Google	False	365 days or until enabled	Disable Google analytics
cookieconsent_status	in1touch	True / false	365 days	Save cookie settings



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Advertising cookies

- 9.8 These cookies are used to better understand customer interests and to display more relevant advertisements.

Cookie	Provider	Stored / processed data	Expiry	Description
<i>_ga</i>	Google Analytics	Randomly generated browser identifier	2 years	This cookie is used by Google Analytics for visitor tracking.
<i>_gat</i>	Google Analytics	Boolean flag	24 hours	This cookie is used by Google Analytics for throttling requests to Google Analytics
<i>_gid</i>	Google Analytics	Randomly generated session identifier	1 minute	This cookie is used by Google Analytics to group the entire session's activity together for each user.
<i>_gali</i>	Google Analytics'	oAuth provider information	30 seconds	This cookie is part of the Google Analytics' Enhanced Link Attribution feature that (tries to) distinguish clicks on links to the same destination.

10 Your Rights

You have the right to access your personal data processed by us and may request without limitation that they be removed, updated, or rectified.

- 10.1 Except as otherwise required by law, you are entitled at all times to know if we are processing personal data concerning you. You may contact us to know the content of such personal data, verify their accuracy and request that they be supplemented, removed, updated, or rectified. You also have the right to ask us to cease processing any personal data that may have been obtained in breach of applicable law, and to object to the processing of your personal data for any other legitimate reason.



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- 10.2 By accessing your Subscriber Profile (if any), you can review, update, correct or delete some personal data available within your user account. If you would like us to delete your personal data, please send a request pursuant to the contact details below and your request will be accommodated unless we have a legal obligation to retain the record.
- 10.3 Where we rely on your consent to process your personal data, we will seek your freely given and specific consent by providing you with informed and unambiguous indications relating to your personal data. You may revoke at any time such consent.

You may also have the right to request your personal data's portability, i.e. that the personal data you have provided to us be returned to you or transferred to the person of your choice, in a structured, commonly used and machine-readable format without hindrance from us and subject to our confidentiality obligations, subject to applicable data protection laws.

You have the right to lodge a complaint

- 10.4 If you are not satisfied with how we process your personal data, you may file a complaint with the competent supervisory authority, in addition to your rights outlined above.

11 Contact

If you believe your personal data has been used in a way that is not consistent with this policy, or if you have any questions or a request in relation to the processing of your personal data by us, please contact us at info@aiic.org.

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