

1. Introduction

AIIC recognizes the importance of your privacy and of processing your personal data in a transparent manner.

The Privacy Policy explains (i) which personal data are collected when you access and use the Websites, (ii) the manner and the purposes for which AIIC processes the personal data, and (iii) the measures which AIIC takes in order to protect such personal data.

2. Data collection

AIIC collects the personal data which you provide.

2.1 AIIC collects, directly or indirectly via its partners, the personal data you provide to AIIC and/or its partners through web forms or email, or in your use of the Websites; for example, when you subscribe to AIIC's newsletter, log-in to the Websites, apply for a job through AIIC, publish a webzine article, publish a blog post, or apply for membership within AIIC.

2.2 Such information includes: your name; company name, if applicable; user name; password; date of birth; gender; work language; address; email; telephone and fax numbers; resume; social profile; webpages; and any other information which AIIC and/or its partners may request from you.

Certain personal data are also collected in an automated manner.

2.3 AIIC may also automatically collect personal data when you access and use the Websites, including by means of tools and other active elements contained in or through third-party plugins/websites, and cookies and other analytics tools, such as the IP address or other user identifications on your devices, visiting date on the Websites, information about your web browser, the data contained on your device, the data contained in third party services (*e.g.* social plug-ins), your preferences, the internet sites that you visit before and after the Websites, the links you select within the Websites or other information related to your interaction with the Websites, including your navigation details on the Websites.

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 particular in connection with your device's right-to-access data contained in your device, according to available functionalities. You may also define certain settings for the automated collection of your personal data in your web browser. For more detailed information, please consult the section on cookies below.

3. Processing Methods

AIIC may process your personal data by automated means, but takes appropriate security measures in this respect.

3.1 AIIC takes 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 using computers or computer software and in compliance with the purposes indicated in this Privacy Policy.

3.2 AIIC does not use any individual decision-making based solely on automated processing, including profiling mechanisms on the Websites.

4. Purposes of Data Processing

AIIC processes your personal data to operate the Websites.

4.1 Your personal data are collected so that AIIC may operate the Websites in accordance with the circumstances, or in the manner expressly indicated when the personal data concerned are collected. For example, AIIC collects data to allow you to navigate and use the Websites more easily, or to identify you and assist you in accessing relevant information on returning to the Websites.

AIIC may process your personal data to provide you with its newsletter and provide you with further news and updates.

4.2 For example, by subscribing to AIIC's newsletter, AIIC 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 general assembly; specific meetings, activities and events proposed by AIIC; and training or marketing courses relating to the interpretation world and activities. You may withdraw your consent at any time.

AIIC may process your personal data to allow you to apply for membership within AIIC.

4.3 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 [/node/2412/all...](#)

AIIC may process your personal data and special categories of data (also called “sensitive data”) to allow you to be displayed in AIIC's worldwide and public directory.

4.4 In certain sections of the Websites, AIIC may allow specific details of any AIIC member who is registered to be displayed in AIIC's worldwide and 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 filling in any directory form, by responding to any AIIC inquiry related thereto, and/or using the Websites for the purpose of being listed within AIIC's directory, you explicitly agree to such use of your personal data.

AIIC may process your personal data to provide you with job opportunities within AIIC.

4.5 In a certain section of the Websites, AIIC may process your personal data to allow you to consult and apply for job opportunities within AIIC. Your personal data is retained no longer than the duration of the recruitment process unless required otherwise by applicable laws and regulations or AIIC's legitimate interest.

AIIC may process your personal data when you publish an article in the name and on behalf of AIIC in AIIC's Webzine.

4.6 In a certain section of the Websites, AIIC may process your personal data to allow you to publish articles in the name and on behalf of AIIC in AIIC's Webzine accessible at [/webzine](#).

AIIC may process your personal data when you publish a post in AIIC's dedicated blog.

4.7 In a certain section of the Websites, AIIC may process your personal data to allow you to publish a post in AIIC's dedicated blog accessible at [/blog](#).

AIIC may process your personal data when you publish a post /article on <http://interpreting.info>.

4.8 AIIC may process your personal data when you publish a post / article on the Website <http://interpreting.info>, which is a question & answer platform relating to spoken-language translation and which integrates technology powering aspects of wikis, blogs, forums, RSS, social networks and Digg/Reddit for the purpose of delivering better information.

AIIC processes your personal data for statistical and planning purposes.

4.9 Notably without limitation, AIIC processes your personal data to improve the Websites and for internal analyses and statistics. You may withdraw your consent at any time.

5. Communication to Third Parties

AIIC may disclose your personal data to third parties in case this is necessary for the proper operation of the Websites or as listed below.

5.1 AIIC may communicate your personal data to third parties as part of operating the Websites. In particular: SurveyMonkey Inc.; Amazon.com Inc et Amazon Web Services, Inc.; Google LLC; Facebook, Inc.; LinkedIn Corporation; Twitter; Microsoft Corporation; and Zendesk, Inc.

5.2 AIIC may also enable you to use third-party services directly from the Websites, namely through social plug-ins: Google LLC; Facebook, Inc.; LinkedIn Corporation; Twitter; and Microsoft Corporation; in which case you recognize that the third-party operators of these services may access some of your personal data in connection with the Websites.

5.3 AIIC may disclose your personal data to subcontractors such as IT systems providers, cloud service providers, database providers and consultants.

5.4 AIIC may disclose your personal data to any third party to whom AIIC assigns or transfers any of AIIC's rights or obligations.

5.5 AIIC may disclose your personal data to competent courts or supervisory or regulatory bodies, when AIIC is compelled to disclose your personal data, pursuant to any applicable law, regulation or order.

5.6 In the above contexts under Sections 5.1, 5.2 and 5.3, the Websites may contain links to other websites. Please note that this Privacy Policy does not apply to the practices of any company or individual that AIIC does not control, nor to any other websites that may be linked from the Websites. You should carefully review the privacy policies of any other such websites that you visit 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 websites' privacy policy. AIIC shall not be held responsible for their privacy practices.

5.7 AIIC may transfer some of your personal data, in particular the IP address and/or other user identifications for your devices, to third-party suppliers of these solutions, who will process this data in accordance with their own internal data protection and privacy policies.

6. International transfer

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

AIIC stores and handles your personal data in Switzerland and/or within the European Union. However, your personal data may be disclosed and transferred to other states, provinces, countries or other governmental jurisdictions, always in compliance with this Privacy Policy, that do not necessarily guarantee the same level of personal data protection as Switzerland and the European Union or an adequate level. If you transfer your personal data to AIIC, you specifically agree to such disclosure and international transfer.

7. Cookies and similar technologies

AIIC uses cookies and other similar technologies in connection with the Websites.

7.1 A cookie is a small data file that AIIC transfers to and is stored on your electronic device. For example, AIIC uses cookies or other analytics tools to measure the traffic to and usage of the Websites and its distinctive features, and other miscellaneous uses.

7.2 AIIC uses diverse types of cookies or other similar technologies some of which are likely to automatically process data directly on your devices and/or to transfer data personal concerning you to AIIC.

You may manage *cookies* and similar technologies via the settings of your browser and/or your devices.

7.3 If you do not want cookies to be stored on your device, you can configure your web browser or your device to refuse and/or restrict cookies. Certain cookies are however essential to the functioning of the Websites itself and its use may be altered or prevented by refusing these cookies.

7.4 If you do not refuse or restrict cookies, you consent to their use and to the processing of your personal data collected in this manner.

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

Why and how AIIC uses cookies and other similar technologies.

7.6 These technologies generally aim to monitor and analyze your interactions with the Websites and/or to enable AIIC to improve the Websites and its functionalities, namely through a personalization of the Websites and the related services, based on your interactions.

7.7 AIIC also uses cookies and similar technologies to measure and monitor traffic and use of the Websites, as well as its performance.

7.8 Some cookies are retained in your electronic device only for the duration of your access and use of the Websites, while others persist for a longer specified or unspecified period.

AIIC uses the following cookies and other similar technologies:

Essential cookies

7.9 Some cookies that AIIC places on your electronic device ensure that the Websites deliver information to you securely, optimally and without limitation. You must accept these cookies to be able to make use of the Websites.

Cookies	Stored / processed data	Expiry	Description
<u>JSESSIONID</u>	Unique random session identifier	After 20 minutes of inactivity or when the browser closes	Authentication cookie. Used in session tracking.
<u>_AIIC_SSOTOKEN</u>	AIIC user identification data	Max. 30 days	First-party (available to all *.aiic.net websites) authentication cookie. Used to reauthenticate you as an authenticated user from page to page. Also used to automatically fill in your username in login forms. In some configurations, may be used to automatically authenticate you on successive visits to the Website and automatically gain direct access to protected content.

Functionality cookies

7.10 Some cookies enable websites to remember choices persons make, for example, user name, language or text size. These cookies are known as "functionality cookies" and help to improve a person's experience of a website by providing a more personalized service.

Cookies	Stored / processed data	Expiry	Description
__AHC_SLLTS	Past login information	After 20 minutes of inactivity or when the browser closes	First-party cookie (available to all *.aiic.net websites) used to customize the display of information on some web pages to make content more relevant to you.
__AHC_SIGNINAT	Web page URL	After 20 minutes of inactivity or when the browser closes	After a successful authentication, This first-party cookie (available to all *.aiic.net websites) is used to redirect you to the protected web page that you were trying to reach initially, if any.
__AHC_IDPROVIDER	Identity provider information	6 months	This first-party cookie is used to remember which identity provider you last used to sign on to the Websites, if any.
__AHC_HASFONT	Boolean flag	10 days	This first-party cookie is used to remember whether your browser has loaded the Website's custom fonts, if any.
__AHC_LG	Interface language information	6 months	This first-party cookie (available to all *.aiic.net websites) is used to remember the user's preferred language, if any.
__AHC_LI	Interface language information (ISO2 code)	6 months	This first-party cookie (available to all *.aiic.net websites) is used to remember the user's preferred language, if any.
__AHC_BIF	Shopping cart information	After 20 minutes of inactivity or when the browser closes	On members.aiic.net, this cookie is used to store a reference to your shopping cart, if any.
__AHC_OFFICERS	AIIC Regional officer preferences	After 20 minutes of inactivity or when the	On members.aiic.net, this cookie is used to redirect AIIC regional officers to specific pages.

		browser closes	
<u>__AHC_CONSENT</u>	Compliance with cookie and data protection legislation	1 year	This first-party cookie tracks whether you've consented to our privacy and cookie policy
<u>__AHC_CONSENT_CK_ESSENTIAL</u>	Compliance with cookie and data protection legislation	1 year	This first-party cookie tracks whether you've consented to essential cookies
<u>__AHC_CONSENT_CK_PERFORMANCE</u>	Compliance with cookie and data protection legislation	1 year	This first-party cookie tracks whether you've consented to performance cookies
<u>__AHC_CONSENT_PRIVACY</u>	Compliance with cookie and data protection legislation	1 year	This first-party cookie tracks whether you've consented to this privacy policy
<u>DEFAULTLOCALE</u>	First-party language setting cookie	After 20 minutes of inactivity or when the browser closes	Default language setting set by our Web publishing platform.
<u>providerName</u>	Third-party OAuth provider information	After 20 minutes of inactivity or when the browser closes	This first-party cookie is used to remember which third-party OAuth identity provider you just used to sign on to the Website, if any.

Productivity cookies

7.11 AIIC uses a number of tools that monitor your use of the Websites to help AIIC improve and customize information provided.

Cookies	Stored / Expiry	Description
<u>__ga</u>	Randomly generated / 2 years	This cookie is used for visitor tracking by Google Analytics.

	browser identifier		
	Boolean flag	24 hours	This cookie is used by Google Analytics for throttling requests to 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.
	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.

Third-party cookies

1.12 The Websites uses third party services or software. Many of these services may set cookies on your electronic device. You can block or remove cookies yourselves by altering the settings of your electronic device or browser. Blocking these cookies is unlikely to impact on your experience of the Websites.

We currently do not use third-party cookies.

8. Your rights

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

8.1 Except as otherwise required by law, you are entitled at all times to know if AIIC is processing personal data concerning you. You may contact AIIC 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 AIIC to cease processing any personal data that may have been obtained in breach of applicable laws, and to object to the processing of your personal data for any other legitimate reason.

8.2 Where AIIC relies on your consent to process your personal data, AIIC will seek your freely given and specific consent by providing you with informed and unambiguous indications relating to your personal data. You may revoke such consent at any time.

8.3 You also have the right to request your personal data's portability, *i.e.* that the personal data you have provided to AIIC be returned to you or transferred to the person of your choice, in a structured, commonly used and machine-readable format without hinderance from AIIC and subject to its confidentiality obligations.

8.4 If you have any questions or requests in relation to the processing of your personal data by AIIC, please contact info@aiic.net.