

CLD Privacy Notice – UPDATED 25 May 2018

The Certified Lighting Designer (CLD) certification, which is administered by the International Association of Lighting Designers (IALD), and the IALD take their obligation seriously to protect personal data that they collect, use, share, and process. This privacy notice tells you what to expect when you provide information specifically to the CLD. You can find IALD's Privacy Notice at <https://www.iald.org/Privacy-Policy>.

Users of our website – www.cld.global

Google Analytics

When someone visits [cld.global](http://www.cld.global), 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>.

The CLD does not collect any other personal information from users browsing its website.

CLD.global 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 the CLD 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 does not store any personal data.

Disclosures to Third Parties

When a CLD certificant provides information for the Directory of CLDs, that information is made available to all website visitors. CLD certifiants can contact the CLD staff at info@cld.global or +1 312 267 2115 to have certain information removed or ask to have their profiles removed.

Users of the CLD application – www.cld.learningbuilder.com

Heuristics Solutions LLC

We use a third-party provider, Heuristics, to host the CLD application (via the Heuristics online tool called Learning Builder) and to track CLUs (Certified Lighting Units). Heuristics may disclose, sell, reproduce, license, and/or distribute Customer User data in aggregate form only and only so long as no Customer User can be identified from such data.

CLD Reviewers

Each CLD application is reviewed by three senior lighting designers. It is a double-blind review (the reviewers do not know the identity of the CLD applicant nor of the other reviewers). No personal data is shared with the CLD reviewers.

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 the CLD

As the global architectural lighting design association that administers the CLD, International Association of Lighting Designers (IALD) 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. You may receive physical mail from IALD providing information on advances in lighting, details about the Certified Lighting Designer (CLD) credential, news about upcoming conferences and events, promotion of its 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

The CLD and the IALD try 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 the CLD's and 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 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 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 does not use automated decision making or profiling)

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

How do we use your data?

Credit Card Account Information

The CLD and IALD do not disclose credit card account information provided by its CLD applicants. When CLD applicants choose to pay using their credit cards via the online application tool, Learning Builder, we use secure protocols to submit the information needed to obtain payment to the appropriate clearinghouse. All payment information is encrypted and secure. **Please never send the CLD – or anyone – your credit card information via email.**

Mailing Address

The CLD shares 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 CLD, or who have requested to receive certain information. The CLD 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.

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.

About the GDPR

Under the GDPR, IALD uses the following lawful basis for processing personal data:

- **Contractual** – as a membership organization, members apply to IALD and pay annual dues, which is payment for services rendered.
- **Legitimate Interest** – As a global lighting design association, IALD communicates not only with its members but also with others in allied fields that use or touch on lighting design. IALD provides information to these individuals about advances in lighting, news about upcoming conferences or events, the CLD certification, promotion of its members, etc. Individuals may unsubscribe at any time from receiving this information.
- **Consent** – IALD will ask explicit permission to collect and process information. If we collect personally identifiable information, we will always tell you directly what information is being requested and what we plan to do with it. We 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.

Updates and Questions

We may update this Policy from time to time without notice to you other than posting the revised policy on the CLD 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 page for the latest information on our privacy practices.

If you have any questions about this Policy, or to file any complaint regarding this policy, please contact us at the following:

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