

## **Privacy Policy**

Updated: 27th February 2018

This website privacy policy describes how buildingSMART International protects and makes use of the information you give the company when you use this website. buildingSMART is committed to the adherence to the General Data Protection Policy (GDPR) and the security and protection of personally identifiable information (PII).

If you are asked to provide information when using this website, it will only be used in the ways described in this privacy policy.

This policy is updated from time to time. The latest version is published on this page.

If you have any questions about this policy, wish to see the personal information that is held on you (there is no charge) or have personal information deleted in whole or in part, then please email [contact@buildingsmart.org](mailto:contact@buildingsmart.org) or write to:

BuildingSMART International  
Kings House  
Station Road  
Kings Langley  
Hertfordshire  
WD4 8LZ  
United Kingdom

### **Introduction**

We gather and use certain information about web site visitors in order to provide products and services and to enable certain functions on this website. We also collect information to better understand how visitors use this website and to present timely, relevant information to them.

### **What data we gather**

We may collect the following information:

- PII information when contacting us by email and any information contained therein.
- Information when registering through this web site are for buildingSMART events and activities.

### **How we use this data**

Collecting this data helps us administer conferences and events and enables us to deliver improved products and services.

Specifically, we may use data:

- For events and your attendance preferences at these events and registering to take part in buildingSMART Awards.
- To improve the products and services we provide.
- To contact you in response to a specific enquiry.
- To customise the website for you.
- If you are member of buildingSMART, to send you emails about buildingSMART products, services, membership information and on other matters we think might be relevant to you.

### **Sharing of personal information**

We do not sell or provide third parties with your information. Information freely submitted by you may be given to buildingSMART contractors who we use to administer our services. They comply with the Data Protection Policy 1998 and GDPR.

Any personal information we hold about you is stored and processed under our data protection policy, in line with the Data Protection Act 1998, and from May 2018, GDPR.

### **Cookies and how we use them**

#### *What is a cookie?*

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website. Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you.

#### *How we use cookies*

We may use cookies to:

- Analyse our web traffic using an analytics package. Aggregated usage data helps us improve the website structure, design, content and functions.
- Where applicable, identify whether you are signed in to our website. A cookie allows us to check whether you are signed in to the site.
- Test content on our website. For example, 50% of our users might see one piece of content, the other 50% a different piece of content.
- Cookies do not provide us with access to your computer or any information about you, other than that which you choose to share with us.
- There are no cookies that hold your personal information unless you are authorised to log into the web site.

#### *Controlling cookies*

You can use your web browser's cookie settings to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, you should set your web browser to refuse cookies.

However, please note if you need to log into the web site, that doing this may affect how our website functions. Some pages and services may become unavailable to you.

Unless you have changed your browser to refuse cookies, our website will issue cookies when you visit it.

To learn more about cookies and how they are used, visit [All About Cookies](#)  
Controlling information about you

## **Security**

We will always hold your information securely.

To prevent unauthorised disclosure or access to your information, we have implemented strong physical and electronic security safeguards.

We also follow stringent procedures to ensure we work with all personal data in line with the Data Protection Act 1998, and from May 2018 the GDPR.

## **Links from our site**

Our website may contain links to other websites.

Please note that we have no control of websites outside the buildingsmart.org domain. If you provide information to a website to which we link, we are not responsible for its protection and privacy.

Always be wary when submitting data to websites. Read the site's data protection and privacy policies fully.