Privacy & Data Protection Policy

The Institute of Internal Auditors (IIA) Luxembourg values the privacy of its members, customers and visitors to its website and is committed to upholding each individual’s right to privacy. We adhere to the IIA Global Headquarters Privacy Policy. A complete copy of the IIA Global Headquarters Privacy Policy can be viewed at http://www.theiia.org/theiia/privacy-policy/

Please read the following policy to understand what personal data is collected, and for what purposes it is used for. By providing your personal data to us, you are consenting to the collection, use and disclosure as described in this policy. You are entitled under the law on the Protection of Persons with regard to the processing of Personal Data of August 2, 2002 to access the personal information that IIA Luxembourg holds about you. If you believe any detail of your personal information to be incorrect, you may request that it be corrected. In doing this, you agree to pay IIA Luxembourg the reasonable charges requested by IIA Luxembourg in relation to the time and attendance involved in complying with your request in this regard.

Type of Personal Data We Collect
We request information from you in several ways such as through our website, application forms, surveys, including but not limited to:

1. Your personal information such as your name, postal addresses, email addresses, telephone and fax numbers;
2. Your present employment information such as company name, company type, sector, designation, business telephone and fax numbers;
3. Your billing information, including name of the credit/debit cardholder, credit/debit card number, security code and expiry date.

Collection and use of information
We may use the personal data you provided for one or more of the following purposes:

1. To process and administer your membership with us;
2. In relation to your registration for training courses, events, seminars, workshops and/or conferences;
3. For the supply of any goods and/or services which we may offer to you or you may require from us;
4. For your use of the online services at our website and/or through other digital or telecommunication channels;
5. For identification and verification purposes in connection with any of the goods and/or services that may be supplied to you;
6. To contact you regarding your enquiries and/or feedback;
7. To send news and events updates, and/or marketing campaigns in relation to the goods and/or services that we and/or our business partners provide, or on our behalf.
8. To help us improve our services to you.

We may share your information with the Global Institute of Internal Auditors in the USA, in order to allow you password-protected access to its website (members only).

We will not pass on your information to other companies, but may contact you by mail, telephone, post on behalf of third parties on a commercial basis where we think the service will be of interest to you.

You have the right to opt out of receiving information from the Institute or other company by sending an email to iialux@pt.lu.

If you are giving us information about another person we will take this as confirmation that they have appointed you to act for them and that you are properly authorised to consent on their behalf.

Link to other websites
Our website is managed by IIA Global Headquarters. This website contains links to other websites. Please note that when you click on one of these links you are "moving" to another website. The IIA is not responsible for the information privacy practices or the content of these other websites. We encourage you to read the privacy policies of these linked websites as their privacy practices may differ.

Further information and questions
If you have any questions on our privacy policy or do not feel that your concerns have been addressed, please contact:
The Institute of Internal Auditors Luxembourg
17, rue Aldringen L- 1118 Luxembourg
Email: iialux@pt.lu

IIA Luxembourg reserves the right to change this policy with or without notice.