

Privacy Policy

Thank you for visiting the American Institutes for Research® (AIR®) website and reviewing our Privacy Policy. AIR (collectively with its affiliates, referred to as “AIR,” “we,” or “us,” “our”) understands the importance of protecting your personal information and is committed to complying with applicable data protection laws.

Introduction

This Privacy Policy describes how AIR and its affiliates (AIR International and AIR Mexico) (collectively, “AIR”) process personal information we collect from or about you through our website, products, services, marketing activities, communications, events, or other interactions (collectively, our “Services”).

This Privacy Policy describes AIR’s data processing activities when we act as a controller or processor of personal information. When AIR processes personal information on behalf of our clients, the client may be the controller of that personal information. AIR is not responsible for the privacy or security practices of our clients, which may differ from those described in this Privacy Policy. For more information about how a client uses your personal information, or to exercise any rights you may have regarding a client’s handling of that information, please contact the client directly.

AIR’s websites and other digital platforms may include links to third-party websites or digital platforms provided for your convenience. AIR is responsible only for the privacy practices and security of its own digital platforms. We recommend that you review the privacy and security policies of any third-party websites or platforms you visit.

How to Contact Us About This Policy or Your Personal Information

If you have any questions about this Privacy Policy or how your personal information is used, disclosed, or secured by AIR, please email us through the [Contact Us form](#) or write to:

American Institutes for Research
Attn: Office of Information Security and Privacy
1400 Crystal Drive, 10th Floor
Arlington, VA 22202
Phone: (202) 403-5000

How We Collect and Use Your Personal Information

Personal Information

AIR collects personal information necessary to conduct our business activities and to provide and develop our Services. We collect personal information in several ways, including directly through interactions with you; through the use of our online Services; and from business partners, service providers, publicly available sources, and other lawful sources.

We use personal information for the following purposes:

- To operate, maintain, and improve our website and any other AIR-operated websites;
- To assess internet activity, such as your browsing behavior, Internet Protocol (IP) address, cookies, and geolocation data;
- To respond to your inquiries about AIR, including questions about our projects, conferences, or workshops, submitted through email or our online “Contact Us” form;
- To perform analytics, including through the use of third-party vendors;
- To conduct client research in accordance with our contractual relationships;
- To communicate additional information that may be of interest to you, including by combining information from multiple sources; and
- To process employment applications and manage recruiting activities.

When you apply for a job with AIR, we collect information such as job search criteria and preferences, availability to work, employment experience, current job title, education history, skills, reference information, background check information, compensation expectations, work authorization status, language skills, and other information included in your application materials. You may also be asked to voluntarily provide information related to legally protected classifications (such as gender, ethnicity, and veteran status). This information is used for recruitment, pre-employment screening, verification of education, and review of potential conflicts, and it may be shared with third-party vendors as necessary for other employment-related processes.

Categories of Information Collected and Purposes of Processing

The categories of information we collect, and the purposes for processing that information, include the following (collectively, “Personal Information”):

Category	Purpose
Personal Information Provided by Users (e.g., name, contact details, and other profile information; questions and comments)	• Responding to inquiries and requests • Processing event registrations • Providing access to mailing lists, newsletters, or databases • Contacting users about services in which they have expressed interest • Sending newsletters, marketing emails, and other subscribed communications
Employment Application Information (e.g., information provided directly by applicants; information generated during the hiring process; information obtained from third-party sources, such as background checks)	• Processing and evaluating employment applications • Communicating with applicants during the hiring process
Survey Responses (e.g., voluntarily provided information; may include personally identifiable information that you supply)	• Improving website content • Conducting client satisfaction surveys, usability studies, and other activities to obtain feedback for improving the quality of our Services • Complying with legal requirements
Website Traffic Information (e.g., IP address, device identifier, domain, URLs visited, access dates and times, demographic information)	• Understanding visitor preferences • Administering and improving the website • Differentiating between new and returning visitors through persistent cookies used solely for analytics
Opt-Out and Contact Information (e.g., information provided when requesting corrections, updates, or deletions or when unsubscribing)	• Processing user requests to correct, update, or delete Personal Information • Managing newsletter and communication subscription preferences.
Cookie Data (persistent cookies used for analytics)	• Distinguishing between new and returning visitors

Information We Do Not Collect

AIR does not collect:

- information shared through **third-party links** or external websites not controlled by AIR. Users are encouraged to review the third party’s privacy policies.
- information that users share directly on third-party social media platforms.

Children's Policy

AIR does not knowingly collect or solicit through its website any information from individuals under the age of 16. If AIR becomes aware that it has collected or received Personal Information from a child under 16, we will delete that information. If you believe AIR might have collected or received such information through our website, please contact us through the [Contact Us form](#) on our website.

Collecting Information From Individuals Located Outside the United States

AIR is headquartered in Arlington, Virginia, in the United States of America. If you are located outside the United States and provide Personal Information to AIR or its affiliates, your information may be transferred to and processed in the United States. AIR has appropriate safeguards in place to protect your information in accordance with this Policy and applicable laws.

AIR recognizes that jurisdictions such as the European Union (EU) and the United Kingdom (UK) have enacted data protection laws, including the EU's General Data Protection Regulation ("EU GDPR") and the UK's Data Protection Act of 2018 ("UK DPA") and General Data Protection Regulation ("UK GDPR"). These laws restrict companies from transferring personal data about individuals to the United States, unless "appropriate safeguards" are in place when the data are collected, accessed, or processed in the United States. The laws require AIR to notify you regarding how we use your Personal Information, obtain your consent, ensure the information is necessary to fulfill a contractual obligation to you or your company, and/or ensure that AIR has a legitimate business interest in collecting and transferring this information. Under the EU GDPR, the UK DPA and the UK GDPR, and most other data protection regulations, individuals have the following rights related to their Personal Information:

- **The right to access.** Unless an exception applies, you have the right to request that AIR provide copies of your Personal Information. We may charge you a small fee for this service.
- **The right to rectification.** You have the right to request that AIR correct any information you believe is inaccurate. You also have the right to request that AIR complete the information you believe is incomplete.
- **The right to erasure.** Unless an exception applies, you have the right to request that AIR delete your Personal Information if it is no longer necessary, if you withdraw your consent, or if processing the information is unlawful.
- **The right to restrict processing.** Unless an exception applies, you have the right to request that AIR restrict the processing of your Personal Information, under certain conditions.
- **The right to object to processing.** You have the right to object to AIR's processing of your Personal Information, under certain conditions.

- **The right to data portability.** Unless an exception applies, you have the right to request that AIR transfer the Personal Information that we have collected to another organization, or directly to you, under certain conditions.
- **The right not to be subject to solely automated decision-making.** You have the right not to be subject to a decision based *solely* on automated processing, with no human involvement, that significantly affects you. This includes automated profiling that predicts work performance, health, or behavior.
- **The right to withdraw consent.** If processing is based on consent, you have the right to withdraw your consent at any time.
- **The right to lodge a complaint.** You have the right to file a complaint with a supervisory authority regarding the processing of your data.

If you are located outside the United States and provide your Personal Information to AIR or its affiliates, *your data may be processed in the United States*. AIR will take the proper steps to ensure that your information is protected in accordance with this Policy.

If you submit a request related to any of these rights, AIR will respond within one (1) month, the time frame required by applicable law. To exercise any of these rights, please contact us by email at PrivacyOffice@air.org or write to us at the address shared in the “How to Contact Us” section of this Policy.

How AIR Protects and Stores Your Personal Information

Security

The security of your Personal Information is important to AIR, and we are committed to ensuring that our Information Technology (IT) systems, applications, and IT infrastructure are secure. Despite our best efforts, however, internet transmission of information is never completely secure. Therefore, we cannot guarantee the security of your information or any Personal Information transmitted to our website. Any transmission of Personal Information through our website is at your own risk. AIR does not assume any liability for third-party use of your information or Personal Information, whether obtained legally or unlawfully from or through this website.

Security Incidents

If any Personal Information under AIR’s control is compromised due to a security breach, AIR will take reasonable steps to investigate and, when appropriate, will notify affected individuals and authorities as required by law.

Data Retention

AIR retains your Personal Information for as long as reasonably necessary to provide our Services, comply with our legal obligations, and fulfill other legitimate business purposes. You may request deletion or access to your Personal Information by emailing us at PrivacyOffice@air.org. You have the right to receive a copy of your Personal Information, subject to this Policy. If you wish to exercise this right, please write to us at the address provided in the “How to Contact Us” section.

Legal Disclosure

AIR reserves the right to disclose your Personal Information as required by law and when necessary to protect the rights, property, or safety of AIR, its employees, clients, or others or to comply with a judicial proceeding, court order, or legal process.

Changes to This Privacy Policy

AIR reserves the right to modify this Privacy Policy at any time. AIR will post any revisions to the Policy, and the “last updated” date will be identified at the bottom of the page. You are responsible for periodically reviewing this Privacy Policy for any changes. Your continued use of this website after any updates constitutes acceptance of the revised Privacy Policy, so please check the Policy periodically for updates.

Where to Make a Complaint

If you have a complaint regarding the handling of your Personal Information or this Privacy Policy, please write to us at the address provided in the “How to Contact Us” section or email us at PrivacyOffice@air.org.

This Privacy Policy was last updated May 8, 2026.