

PRIVACY NOTICE – VOLUNTEERS & INTERNS

Who we are

The Committee on the Administration of Justice (CAJ) is an independent non-governmental and not for profit organisation which seeks to ensure the highest standards in the administration of justice in Northern Ireland.

What we do

CAJ does research, monitoring and lobbying on human rights standards and advises and represents clients.

What we need

CAJ collects and retains personal data about its volunteers and interns, which includes your name, address, telephone contact numbers and email.

Why we need it

We hold your information because we have a **legitimate interest justification**. This means that we need this information in order to correspond with you about CAJ volunteering/ intern opportunities and to respond to reference requests following conclusion of a placement.

What we do with it

All the personal data we keep on you is kept securely in our Belfast office and no third parties have access to your personal data unless the law allows them to do so.

Also, we use a cloud email system, Microsoft Office 365. The information is held in data centres within the UK. Microsoft business cloud services states that it takes strong measures to help protect customer information from inappropriate access or use by unauthorised persons.

How long we keep it

Personal information on interns is kept by us for four years after the end of placement. Volunteer information is disposed of three years after the end of the placement.

What we would also like to do with it

We do not propose to use your information for any reason other than for matters relating to volunteering/internships and for responding to reference request.

What are your rights?

You can request a copy of the information we hold on you at any time. If you believe the information we have on you is incorrect you can request to have it corrected or deleted. If you believe we do not have a legitimate interest in processing your data you can object to us processing your information. If you wish to raise a complaint on how we have handled your personal data, you can contact us at info@caj.org.uk and we will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

You can contact CAJ at:
CAJ Ltd
1st Floor, Community House
Citylink Business Park
6A Albert St.
Belfast
BT12 4HQ
Tel: 028 9031 6000