

PRIVACY NOTICE - CLIENTS

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

In addition to our other work, CAJ provides information, advice and, where appropriate, legal representation to victims of human rights abuses in Northern Ireland (our clients).

What we need

As a client, we hold your contact details (name, address, telephone number etc) and we also hold such other personal information about you as required for your case. This includes financial information for the purposes of legal aid.

If required for your case, we may have information about you which needs more protection (**special category data**). Special category data may include information about your: race; ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID purposes); health; sex life; or sexual orientation.

If required for your case, we may also have information about criminal convictions or offences and this information also requires more protection (**criminal offence data**).

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 advise and represent you on your case.

Where we hold **special category data** we also fulfil the condition that it is necessary for advising and representing you in respect of a legal claim.

Where we hold **criminal offence data** we also fulfil the condition that we are authorised to do so by law.

What we do with it

All the personal information we keep on you is kept securely in our Belfast office. We will disclose your personal information to third parties when required for the purpose of your case but otherwise, no third parties have access to your information unless the law allows them to do so.

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 unauthorized persons. Please contact us if you would like more information about the security of this system.

How long we keep it

Your information will be kept securely by us in our Belfast office for six years after the conclusion of your case. It will then be disposed of confidentially.

What we would also like to do with it

We will not use your information for any reason other than for the purpose of advising and representing you in your case. If we wish to use your information for some other purpose we will always discuss this with you before doing so.

What are your rights?

At any time you can request a copy of the information we hold on you. If you believe this information is incorrect you can request to have it corrected.

If you believe we do not have a legitimate interest in processing your information you can object to us processing it. We will always discuss this with you. However, we may need to continue to process your information if our legitimate grounds for the processing overrides your interests, rights and freedoms or if the processing is necessary for legal proceedings.

In some circumstances you can ask us to delete the information we hold about you or to restrict our processing of the information. We may not be able to delete information or restrict processing for legal reasons which will always be explained to you.

If you wish to raise a complaint on how we have handled your personal information, 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 information 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
6A Albert St.
Belfast BT12 4HQ
Tel: 028 9031 6000
Email: info@caj.org.uk