

## PRIVACY NOTICE – SUBSCRIBERS

### 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 publishes information about our work in Just Updates.

### What we need

With consent, CAJ collects and retains the email address of people wishing to subscribe to CAJ's online newsletter, Just Updates

### Why we need it

We need this information in order to send you Just Updates.

### What we do with it

CAJ via the Web Bureau's email marketing software stores this information confidentially. For further information see Web Bureau's privacy policy [HERE](#). 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

Your email address will be kept by us until you notify us that you no longer wish to be a member.

### What we would also like to do with it

We will not use your email address for any reason other than to send you Just Updates.

### What are your rights?

You can withdraw your consent to us holding your email address at any time. You can request a copy of this information and if you believe the information we have on you is incorrect you can request to have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us at [info@caj.org.uk](mailto: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,  
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