

## PRIVACY NOTICE - MEMBERS

### 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 JustNews.

### What we need

With our members' consent CAJ collects and retains personal data about its members, which includes your name, address, telephone numbers, email and, if paying by direct debit, your bank details.

### Why we need it

We need this information in order to send you JustNews, to correspond with you about CAJ membership and to collect your membership fee.

### What we do with it

Sanderson Group collects members' direct debits on CAJ's behalf. For further information you can view their privacy policy [HERE](#). 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

Your information will be kept by us until you ask us to remove it.

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

We will not use your information for any reason other than relating to your CAJ membership.

### What are your rights?

You can withdraw your consent to us holding your information 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,  
6A Albert St, Belfast BT12 4HQ  
Tel: 028 9031 6000  
Email: [info@caj.org.uk](mailto:info@caj.org.uk)