



## Privacy Notice: General Data Protection Regulation

**Data Controller Name:** Committee on the Administration of Justice (CAJ)

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## 1. Who we are

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

## 2. What we do

CAJ conducts research, monitoring and lobbying on human rights standards, produces human rights publications, and, on occasion, advises and represents clients in legal proceedings.

## 3. What is data protection?

Data protection is essentially the area of the law that governs what may, and what may not, be done with your personal information. Such personal information may be in electronic form (e.g. stored on computer hard drive) or in manual form (in a manual filing system).

The **Data Protection Act 2018** updated data protection laws in the UK and provided additional protection for the rights of individuals about whom data (information) is obtained, stored, processed and disclosed. This Act should be read in conjunction with the **General Data Protection Regulation (GDPR)**, which came into effect across the EU in May 2018.

## 4. How (and why) we process your data

### **4.1 The CAJ website**

The CAJ website ([www.caj.org.uk](http://www.caj.org.uk)) is not for profit. We will make no effort to collect personal information about you without your consent, nor will any unsolicited messages be sent to you as a result of your visit to the website. We do not allow external advertisements on the site and earn no revenue from any information provided. Our website was built on the WordPress platform. It is hosted by [SiteGround](#) and secured with an up to date SSL Certificate.

**A note on cookies:** CAJ uses cookies to obtain basic information about how visitors interact with our website. This information is collected anonymously and used to help us improve the website. There is a notification that comes up on all pages when you first visit this website on a particular device/browser. This describes how we use cookies and provides a link to this privacy policy. If you use this website after this notification has been displayed to you, we will assume that you consent to our use of cookies for the purposes described in this policy. We work with third party suppliers who may also set cookies on our website, for example Twitter and YouTube. These third party suppliers are responsible for the cookies they set on our site. If you want further information, please go to the website for the relevant third party.

You can change your browser settings at any time so that cookies are not accepted. If you do this, please be aware that you may lose some of the functionality of our website. For further information about how to disable cookies, visit [www.ico.org.uk/for-the-public/online/cookies/](http://www.ico.org.uk/for-the-public/online/cookies/).

## **4.2 Emailing CAJ**

We will send email messages in response to direct queries and comments sent to us, whether sent directly or sent via one of the contact forms on our website. The content of your email will only be accessed by members of the CAJ team, unless your request necessitates us consulting a third party.

We use a cloud email system, Outlook via Microsoft Office 365. The information is held in data centres within the UK. Microsoft takes strong measures to help protect customer information from inappropriate access or use by unauthorized persons. More information [here](#).

## **4.3 Just Updates (CAJ's e-newsletter)**

With consent, CAJ collects and retains the email address of people who want to receive CAJ's regular e-newsletter, Just Updates, direct to their inboxes. You can subscribe to Just Updates via the links provided in the footer and sidebars on our website. We will not use your email address for any reason other than to send you Just Updates.

Just Updates is issued via MailChimp, a marketing automation platform based in the USA, which also operates within the EU and offers [GDPR-friendly](#) tools. Please refer to MailChimp's [Security Statement](#) and [Privacy Policy](#) for additional information. CAJ will ensure it always uses MailChimp in a way that is compliant with GDPR.

You can unsubscribe from our e-newsletter at any time by following the unsubscribe link which is included in every issue. You can also request (at any time) that we cease to send you Just Updates by emailing us [info@caj.org.uk](mailto:info@caj.org.uk).

## **4.4 CAJ membership**

Individuals can sign up to become a CAJ member via [our website](#). With consent, CAJ collects and retains personal data about its members. On the registration form to become a CAJ member, we ask for a range of personal data, including your name, address, telephone numbers, email address and, if paying by direct debit, your bank details. We do so in order to send you Just News, to correspond with you about CAJ membership and to collect your membership fee. Sometimes we use a third party mail service, [Postal Sort](#), to post letters and other material to members. Sanderson Group collects members' direct debits on CAJ's behalf. For further information, you can view their privacy policy [here](#). Alternatively, you can opt to pay your fee via PayPal. View the PayPal Privacy Policy [here](#).

We will keep your information in our membership database, unless you decide you wish to end your membership, either by not renewing it for another year or by instructing us to cancel your membership. You can do the latter through emailing [info@caj.org.uk](mailto:info@caj.org.uk).

## **4.5 Donating to CAJ**

Donations in support of CAJ's work can be made online via a third party website, [Localgiving](#). This website is secure and operated from within the UK. You can read Localgiving's Privacy Policy [here](#). We are told the names of people who donate to us (if the donation was not made anonymously). CAJ has no access to any financial information and we can only contact our donors through the Localgiving website.

## **4.6 Volunteering or interning with CAJ**

CAJ collects and retains personal data about its volunteers and interns, which includes your name, address, telephone contact numbers and email. We hold your information because we have a legitimate interest justification. Your information is kept on file so we can correspond with you about future CAJ volunteering opportunities and to respond to reference requests following conclusion of a placement. 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. Please see our [Privacy Notice for Volunteers](#) for further information.

## **4.7 Legal representation of clients by CAJ**

As a client of CAJ, we hold your contact details (name, address, telephone number, etc), as well as 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 such as 'special category' data or information about criminal convictions or offences. We hold your information because we have a legitimate interest justification i.e. we need this information in order to advise and represent you on your case.

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. Your information will be kept securely by us for six years after the conclusion of your case. It will then be disposed of confidentially. Please see our [Privacy Notice for Clients](#) for further information.

## **5. Data retention & storage**

CAJ will only keep your personal information for as long as necessary in order to fulfil the purposes for which it has been collected. All personal data we gather is stored securely. Normally, it is either kept in hardcopy within our Belfast office or is saved to our secure internal shared drive, which can only be accessed by CAJ staff members or, when necessary, our contracted IT support suppliers, [Zenith IT Solutions](#). We back up the data on our shared drive via a secure [external data centre](#) based in Slough Berkshire, UK, maintained by Equinix.

Sometimes, as already outlined above, a third party, who has their own security measures in place, may also be involved in processing personal data on behalf of CAJ. The personal data we retain will **only** be made available to third parties for the purposes expressly set out in this document. We will never sell your personal data to others.

## **6. Your rights**

We respect your right to privacy and promise to never misuse the information you have provided to us. Anyone whose personal information we process is entitled to a number of different rights, including:

**Right of access** - You can ask to see what personal data we hold about you and for what purpose.

**Right of rectification** - If you believe we have made a mistake, you can tell us to update your personal data.

**Right of erasure** - You can request we delete your personal data from our records.

**Right to restrict processing** - You can ask us not to use your personal data in certain ways.

**Right to data portability** - You have the right to obtain your personal data from us and reuse it for your own purposes.

**Right to object** - In certain circumstances, you can object to us processing your personal data in any way.

You can find out more about your rights [here](#).

## **7. How to contact us**

To make a request related to your personal data, please email us on [info@caj.org.uk](mailto:info@caj.org.uk) or call **028 9031 6000**. Alternatively, you can write to us at the following address: CAJ, Community House, Citylink Business Park, 6A Albert Street, Belfast, BT12 4HQ.

We will respond to your request within a reasonable amount of time and no later than one calendar month. Proof of identification may be required to action your request in some circumstances. In most cases, no fee will be charged.

If you are unhappy with how we have dealt with a request, you are entitled to lodge a complaint with the Information Commissioner's Office: <http://www.ico.org.uk/concerns>.

If you have any concerns or questions about any of the above, please drop us an email on [info@caj.org.uk](mailto:info@caj.org.uk).

We keep this Privacy Policy under regular review and will update it as and when is necessary.