

Privacy notice – Nexus NI

INTRODUCTION

Nexus NI is the trading name of Northern Ireland Rape Crisis Association, a registered charity NIC102558 and registered with the Information Commissioners Office Z3266690.

The purpose of this notice is to give full information on what information we keep, what we will do with that information and the rights of individuals with regard to their personal information.

NIRCA (trading as Nexus NI) is the Data Controller and is legally responsible to ensure your personal information is kept safe and only uses that information in accordance with this notice.

If you have queries please contact Nexus NI by emailing Data@nexusni.org.

The Data Protection Officer is Lynda Lindsay

INFORMATION FOR MAILING LISTS

Nexus NI maintains mailing lists for training opportunities, Friends of Nexus and those who have completed training.

Types of personal data we keep

Nexus NI keeps only basic contact information i.e. name, email address, contact telephone number and organisation.

Reasons for keeping that information and the legal basis

We keep the information for the purposes of keeping the recipients up to date with the information they requested. All members of our mailing lists have supplied the details to Nexus NI for the sole purpose of being added to our mailing list and have given consent.

What happens to your personal data?

Nexus NI sends regular information to those on the various mailing lists relating to the reason they joined that mailing list. Nexus NI does not share their mailing list details with any external body without the express consent of those on the mailing list.

Breaching confidentiality

Nexus NI will only breach confidentiality where there is a risk of harm or a legal requirement.

How we communicate privacy information

The information will be available on our website and can be emailed as a pdf or supplied as a paper version.

Giving Consent

Only clients who have consented have been added to the lists.

Retention of that Information

Information will be retained until the recipient asked to be removed from the list, their email address no longer works or the purpose of the list no longer exists.

RIGHTS OF THE INDIVIDUAL

- Any recipient is entitled to a copy of the information we hold on file and can request this by email to info@nexusni.org
- Recipients can withdraw their consent or ask to be forgotten at any time but using the unsubscribe function on the bottom of all emails sent via the mailing software. Recipients can also email info@nexusni.org requesting their details be removed.
- Any recipient can contact Nexus NI at info@nexusni.org re any concerns we the use of their data. If the concern is not resolved the recipient can appeal to ceo@nexusni.org

INFORMATION RE TRAINING, FUNDRAISING & EDUCATION

Nexus NI holds limited information on those who participate in their training, fundraising, education programmes or conferences.

Types of Personal Data We Keep

Nexus NI keeps only basic contact information i.e. name, email address, contact telephone number and organisation. We may also require some health information required to facilitate access to the event, for dietary requirements or to facilitate changes required for sight or hearing impaired attendees. Personal medical information and next of kin details may also be required for the safe participation in fundraising events or in the case of emergency.

Reason for Keeping That Information and the Legal Basis

We keep the information for admin purpose of facilitating the booking process, recording attendance and facilitating any special needs. The legal basis is a contract with the attendee to supply the requested attendance.

WHAT HAPPENS TO YOUR PERSONAL DATA

Within Nexus

Nexus will use the data to process payments, book a place, and book suitable catering and to supply suitable access to the location. Nexus will keep a record of attendees for the purpose of recording those who attended and to be able to confirm attendance for CPD purposes. Any sensitive personal information re health will not be kept after the event.

Externally

Nexus NI may have to share dietary and access requirements, medical information, next of kin details with the providers of catering, events and venue managers. Details including contact details will only be shared with a 3rd party where necessary to facilitate the safe conduct of an event i.e. fundraising activity.

Breaching confidentiality

Nexus NI would only breach confidentiality in the event of an emergency medical or safeguarding issue.

How we Communicate Privacy Information

The information will be available on our website and can be emailed as a pdf or supplied as a paper version.

Giving Consent

Recipients who request a place at training, education or conferences is deemed to have given consent to Nexus to hold their information for the purpose of providing the service requested.

Retention of that Information

Information will be retained re attendance for 5 years. Sensitive personal information will not be retained after the event has taken place.

RIGHTS OF THE INDIVIDUAL

Copy of information

Any attendee is entitled to a copy of the information we hold on file and can request this by email to info@nexusni.org

To withdraw consent

Attendees can withdraw their consent at any time by emailing info@nexusni.org. However if monies are outstanding from attendance at an event Nexus NI reserve the right to keep the information until accounts are settled.

The right to be forgotten

Attendee should email info@nexusni.org. However Nexus NI reserves the right to refuse to comply with a request as per exemptions found on the ico.org.uk website.

Complaints Procedure

Any attendee can contact Nexus NI at info@nexusni.org regarding any concerns in relation to the ways we the use of their data. If the concern is not resolved the attendee can appeal to ceo@nexusni.org