

DRAFT PRIVACY NOTICE FOR MAILING LISTS IN 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 in 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 info@nexusni.org.

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 ie 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

