

DRAFT PRIVACY POLICY FOR TRAINING, FUNDRAISING EVENTS & CONFERENCES

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 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 ie 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, 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 ie 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 reserve 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 re any concerns we the use of their data. If the concern is not resolved the attendee can appeal to ceo@nexusni.org