

Equality Coalition: Privacy Notice

1. Who we are

The Equality Coalition is a broad civil society alliance of NGOs and trade unions that aim to promote equality in Northern Ireland. It is co-convened by UNISON and the Committee on the Administration of Justice (CAJ). CAJ manages communications and data processing on behalf of the Equality Coalition.

2. What we do

The Equality Coalition holds regular meetings for its members; facilitates information sharing; engages in strategic planning on equality issues; organises events; and, in more general terms, aims to raise the public profile of the equality agenda in Northern Ireland.

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 Equality Coalition website

The Equality Coalition website (www.equalitycoalition.net) 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 [Spiral Hosting](#) and secured with an up to date SSL Certificate.

A note on cookies: We use 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. 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/.

4.2 Emailing the Equality Coalition

CAJ manages the Equality Coalition email address (equalitycoalition@caj.org.uk) and associated inbox. Messages will be issued in response to direct queries and comments sent to the Equality Coalition. The content of your email will only be accessed by members of the CAJ or Equality Coalition teams, unless your request necessitates us consulting a third party.

CAJ uses 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 Membership of the Equality Coalition

Membership of the Equality Coalition is open to all civil society groups and trade unions in Northern Ireland that work on equality issues and are willing to abide by our Statement of Common Terms. We maintain a membership database. Most of the data we keep about our member organisations is at organisational level and therefore already publicly available. However, with consent, we collect a limited amount of personal data related to our key contact(s) from within each member group. This includes their name, job title and email address. We use the information solely to support involvement in the Equality Coalition and to provide updates about equality issues. Sometimes we send out equality bulletins to our member contacts through 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. The Equality Coalition will ensure it always uses MailChimp in a way that is compliant with GDPR. Individuals can choose to unsubscribe from the Equality Bulletin at any time by clicking on the unsubscribe link given in each email or by contacting us on equalitycoalition@caj.org.uk.

If a member organisation decides to withdraw from the Equality Coalition, all non-anonymised personal data will be deleted from the membership database.

5. Data retention & storage

The Equality Coalition 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 CAJ's Belfast office or is saved to our secure internal shared drive, which can only be accessed by CAJ staff members or, when necessary, CAJ's 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 have their own security measures in place, may also be involved in processing personal data on behalf of the Equality Coalition. Data may also occasionally be shared with UNISON, who, as stated previously, co-convene the Equality Coalition with 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 equalitycoalition@caj.org.uk or call CAJ on **028 9031 6000**. Alternatively, you can write to us at the following address: Equality Coalition, C/O CAJ, Community House, Citylink Business Park, 6A Albert Street, Belfast, BT12 4HQ.

Your request will be responded to 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 a request is dealt with, 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 email equalitycoalition@caj.org.uk. This Privacy Policy is kept under regular review and will be updated as and when is necessary.