



**COMMUNITY
RELATIONS
COUNCIL**

Equity | Diversity | Interdependence

Introduction

At the Northern Ireland Community Relations Council, we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information, how we use it and the conditions under which we may disclose it to others.

Any questions regarding this Policy and our privacy practices should be sent by email to info@nicrc.org.uk or by writing to

Community Relations Council
2nd Floor
Equality House
7-9 Shaftesbury Square
Belfast
BT2 7DP

About

This privacy notice explains how the Northern Ireland Community Relations Council ("we", "our", "us") (CRC) collects, uses and shares your personal data, and your rights in relation to the personal data we hold. This privacy notice concerns our processing of personal data of past, present and prospective employees, clients and supporters of CRC ("you", "your"). We also have a separate Privacy Notice which applies to employees, workers and contractors.

Northern Ireland Community Relations Council is the data controller of your personal data and is subject to the General Data Protection Regulation (the "GDPR").

How we collect your information

We may collect your personal data in a number of ways, for example:

- when you apply for a grant from CRC and complete grant application forms;
- when you communicate with us by telephone, email or via our website, for example in order to make enquiries or raise concerns;
- in various other ways as you interact with CRC, for the various purposes set out below; or
- from third parties.

The types of information we collect

We may collect the following types of personal data about you:

- your name, and contact information such as address, email address and telephone number, as well as your date of birth, national insurance number (or other tax identification number);
- Your bank account details;
- Car registration;
- Pay roll information; and
- information about your racial or ethnic origin; religion or similar beliefs; and sexual orientation.

How we use your information The purposes for which we may use personal data (including sensitive personal data) we collect during your association with us include to:

- carry out our obligations arising from any contracts entered into by you and us;
- process orders that you have submitted;
- process a grant;
- monitoring equal opportunities;
- administering finance (e.g. for payment of grants, salaries and wages);
- share the CRC E-Newsletter, updates on Together: Building a United Community Engagement Forum, to alert you to re upcoming events and to notify you of the work of Community Relations Council;
- carrying out audits (e.g. to ensure compliance with our regulatory and legal obligations);
- providing operational information (e.g. providing IT support, information about building closures, or safety advice);
- preventing and detecting crime; and
- dealing with complaints, grievances and disciplinary actions.

Funded Groups and their employees

For the performance of a contract we sometimes require access to certain Personal Data relating to employees of groups it funds to for the process grant expenditure claims made by that funded group.

We have put in place a data sharing agreement with each of our funded groups that describes how personal data will be shared, and the principles and procedures that we and the funded group will adhere to when sharing personal data for this purpose. This agreement is available for review from the Community Relations Council website.

The Community Relations Council will not retain or process shared personal data for longer than is necessary to carry out the agreed purposes which shall be documented in the Community Relations Council disposal schedule.

The Community Relations Council has appropriate measures in place to protect the shared personal data in their possession against unauthorised or unlawful processing.

Community Relations stakeholders

The Community Relations Council holds personal data of employees of organisations engaged in or with a corporate interest in peace building activity in Northern Ireland and the work of the Community Relations Council. We use this information to update you on the consultations, community relations stories, updates on Together: Building a United Community Engagement Forum, to alert you to upcoming events and to notify you of the work of Community Relations Council.

The personal information is held on a secure database with limited access. The database is maintained and updated on an ongoing basis and subject to a detailed review annually.

Other People who contact the Community Relations Council.

If you otherwise engage with the Community Relations Council, including as supplier, an agency worker or to make an enquiry, we may collect personal details depending on the nature of the engagement. Details of retention periods for different aspects of your personal information are available in our retention schedule which is available from Data Protection Officer.

This personal information is held on access controlled secure records database. The database is maintained and updated on an ongoing basis and subject to a regular review.

The basis for processing your information and how we use it

a) Contract

We may process your personal data because it is necessary for the performance of a contract with you or in order to take steps at your request prior to entering into a contract. In this respect, we use your personal data for the following:

- to interact with you before you receive a grant, as part of the application process (e.g. to send you a grant application pack or answer enquiries about our grants);
- once you have been successful in your grant application, to process the grant and send payment as detailed in our schedule of payments;
- to deal with any concerns or feedback you may have;
- to process payments, including salary payments;
- for any other purpose for which you provide us with your personal data; and
- recovering money you owe to us.

b) Public Task

We may also process your personal data because it is necessary for the performance of our public tasks. In this respect, we may use your personal data for the following:

- to provide you with educational services which may not be set out in our grant agreement but which are nevertheless a part of our mission;
- to maintain and improve the corporate, financial, estate and human resource management of the Community Relations Council;
- to promote equality and diversity throughout CRC; and
- to seek advice on our rights and obligations, such as where we require our own legal advice.

c) Legal Obligation

We may also process your personal data for our compliance with our legal obligations. In this respect, we may use your personal data for the following:

- to meet our compliance and regulatory obligations, such as compliance with anti-money laundering laws and safeguarding requirements;
- for the prevention and detection of crime;
- in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

d) Vital Interest

We may also process your personal data where:

- it is necessary for medical purposes (e.g. medical diagnosis, provision of health or social care or treatment, or a contract with a health professional);
- it is necessary to protect your or another person's vital interests; or
- we have your specific or, where necessary, explicit consent to do so.

e) Consent

We may process your personal data where you have given consent for us to do so. When CRC seeks your consent we will:

- display the request for consent clearly and prominently;
- ask you to positively opt-in;
- give you sufficient information to make an informed choice;
- explain how different ways CRC will use the information,
- provide a clear and simple way for them to indicate they agree to different types of processing; and
- be clear how you can withdraw your consent.

Your rights

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have given your consent and you wish to withdraw it or to exercise any one of the rights listed above, please contact our Data Protection Officer using the contact details set out below. Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services.

Sharing information with others

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we may share your personal data with certain third parties. You are given the opportunity to opt out of some of these data sharing arrangements, but you should carefully consider the possible impact of doing this. Unless an opt-out is in place, we may disclose limited personal data to a variety of recipients including:

- our employees, agents and contractors where there is a legitimate reason for their receiving the information,
- third parties who work with us to provide support services (e.g. counselling or payroll services);

- third parties who are contracted to provide IT services for us;
- third parties who are contracted to maintain our database systems;
- internal and external auditors;
- The Executive Office;
- current or potential employers (to provide references);
- other governmental agencies, professional and regulatory bodies (where there is a legitimate reason for disclosure); and
- next-of-kin (where there is a legitimate reason for disclosure).

International Transfer

Personal data may be transferred to countries and organisations outside the European Union that have laws that provide specific protection for personal data and organisations within those countries that provide appropriate protection and redress mechanisms for individuals. Where personal data is transferred outside the EU the Community Relations Council has taken appropriate measures to ensure that your personal information is treated in a way that is consistent with and which respects the EU and UK laws on data protection.

Use of Images

The Community Relations Council may use photographs and/or video taken at its events such as Together: Building a Uniting Community event.

The photographs and/or videos may be used in the following ways:

- The Community Relations Council Website
- The Community Relations Council videos
- The Community Relations Council newsletters
- The Community Relations Council social media channels
- Issuing to the media, including national and local sources for publication
- Issuing to The Executive Office for publication

Photographs and videos will be stored by the Community Relations Council in accordance with this privacy notice.

Changes to your personal data

Please tell us promptly about any changes to the information we hold about you. This is particularly important for your contact details. You can do this by emailing info@nicrc.org.uk.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Cookies and CRC Website

When you visit our website we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. We do not make any attempt to find out the identities of those visiting our website. We will not associate any data gathered from this site with any personally identifying information from any source. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

How long your information is kept

Subject to any other notices that we may provide to you, we will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention schedule which is available from our Data Protection Officer. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

Format and Language

For a copy of this policy in another language or format (such as Braille, audio CD, large print or Easy Read) please contact the Director of Finance, Administration and Personnel. The CRC will take reasonable steps to accommodate the access requirements brought to the attention of the CRC.

Contact us

If you have any queries about this privacy notice or how we process your personal data, you can contact our Data Protection Officer by email: info@nicrc.org.uk; by telephone: +44 (028) 9022 7500; or by post: Data Protection Officer, Northern Ireland Community Relations Council, 2nd Floor, Equality House, 7-9 Shaftesbury Square, Belfast BT2 7DP.

To request access to the personal data that we hold about you, you may contact our Data Protection Officer by email: info@nicrc.org.uk; by telephone: +44 (028) 9022 7500 ; or by post:

Data Protection Officer
Northern Ireland Community Relations Council,
2nd Floor, Equality House
7-9 Shaftesbury Square,
Belfast
BT2 7DP
Email: info@nicrc.org.uk
Tel: +44 (028) 9022 7500

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk.

Information Commissioner's Office
3rd Floor, 14 Cromac Place
Belfast
BT7 2JB
Tel: 028 9027 8757
Email: ni@ico.gsi.gov.uk
Web: <https://ico.org.uk/>