



## **NORTHERN IRELAND YOUTH FORUM WEBSITE PRIVACY STATEMENT**

It is a legal requirement of the General Data Protection Regulation (GDPR) to keep a clear record of your processing activities. This privacy statement will explain what the Northern Ireland Youth Forum (NIYF) does in relation to the process of personal data collection promoting transparency and accountability. NIYF Forum is fully committed to protecting and respecting your privacy. This privacy Statement together with the Disclaimer sets out the basis on which any personal data we collect from you or that you provide to us (Data) on our website will be processed. Please read the following carefully to understand our use of Data.

### **INFORMATION WE MAY COLLECT FROM YOU**

We only collect Data about you on the site which you volunteer when you e-mail us or by using online feedback or consultative forms. We may collect and process the following data about you: your name; your email address; the time and date of your visit; information that you provide by filling in forms on our Site. This includes information provided at the time of subscribing to a service we provide, requesting information from us or submitting comments. We may also ask you for information if you report a problem with our site; - if you contact us, we may keep a record of that correspondence; details of your visits to our site (including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purpose or otherwise) and the resources that you access.

When you access our Site, your computer's browser provides us with information such as your IP address, browser type, access time and referring URL which is collected and used to compile statistical data on the use of our Site. This information may be used to help us to improve our Site and the services we offer. Our Site does not use cookies or web beacons.

### **SECURITY & WHERE WE STORE YOUR PERSONAL DATA**

We are committed to protecting the security of your Data. We use a variety of security technologies and procedures to help protect your Data from unauthorised access and use. As effective as modern security practices are, no physical electronic security system is entirely secure. We cannot guarantee the complete security of our database, nor can we guarantee that information you supply will not be intercepted while being transmitted to us

over the Internet. We have implemented strict internal guidelines to ensure that your privacy is safeguarded at every level of our organisation. We will continue to revise policies and implement additional security features as new technologies become available. Where we have given you a password which enables you to access certain parts of our Site, you are responsible for keeping that password confidential. We ask you not to share your password with anyone. The transmission of information via the internet is not completely secure and may involve the transfer of Data to countries outside of the European Union (EU).

Those countries may not provide an adequate level of protection in relation to processing your Data. By submitting your personal data, you agree to this transfer, storing and processing. Although we will do our best to protect your Data, we cannot guarantee the security of your Data transmitted to our Site. Any transmission of Data is at your own risk. Once we receive your Data, we use appropriate security measures to seek to prevent unauthorised access.

## **USES MADE OF YOUR DATA**

We use your Data that we hold to: ensure that content from our Site is presented in the most effective manner for your and for your computer; provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes; carry out our obligations arising from any contracts entered into between you and us; and notify you about changes to our service. We may provide our sponsor departments, partners and others with aggregate statistical information about our users. We do not sell or exchange Data to third parties. We may use your Data to send you information relating to our services, events and products which may be of interest to you. If you do not want us to use your Data in this way, please inform us. If you wish to stop the use of your Data for those purposes at any time please contact us.

## **DISCLOSURE OF YOUR INFORMATION**

We may disclose your Data in Circumstances such as for the purposes of fraud protection and /or risk reduction.

## **LINKS TO OTHER SITES**

Our Site may, from time to time, contain links to and from other websites. If you follow a link to any of those websites, please note that those websites have their own privacy policies and that we do not accept any responsibility or liability for those policies. Please check those policies before you submit any personal data to those websites.

## **ACCESS TO INFORMATION CORRECTION**

You may request in writing copies of your Data held by us. We will provide you with a copy of the Data held by us as soon as practicable and in any event not more than 40 days after

a request in writing. There may be a charge to access your Data. We may also request proof of identification to verify your access request. All requests should be addressed to our Director. If your Data that we hold is inaccurate, please let us know and we will make the necessary amendments, erase or block the relevant Data as you request and notify you within 40 days of your request that the relevant action has been taken. All requests should be addressed to our Director. We will hold on to your personal Data only for as long as necessary for the purposes of providing access to our Site and related services to you or as required by law.

## **CHANGES TO OUR PRIVACY STATEMENT**

We reserve the right to change this Privacy Statement from time to time in our sole discretion. If we make any changes, we will post changes here so that you can see what information we gather, how we might use that information and in what circumstances we may disclose it. By continuing to use our Site after we post any changes, you accept and agree to this Privacy Statement as modified. This statement was last updated on 16/05/2018.

## **CONTACT US**

Questions, comments, requests and complaints regarding this Website Privacy Statement and the information we hold are welcome and should be addressed to our Director. All requests will be dealt with promptly and efficiently. You can contact us by emailing [info@niyf.org](mailto:info@niyf.org) or write to us at The Director, Northern Ireland Youth Forum, 68 Berry Street, Belfast, BT11FJ.

You also have the right to raise any concerns about our processing of your personal data with the Office of the Information Commissioner (ICO), details of which are available at: <http://ico.org.uk>