

Privacy Policy

Who we are

Centre for Independent Living NI is registered as a company limited by guarantee in Northern Ireland (No 058552) Registered Office, Linden House, Beechill Business Park, 96 Beechill Road, Belfast BT8 7QN and is registered with The Charity Commission for Northern Ireland NIC100690.

Key details

This website privacy policy describes how Centre for Independent Living NI protects and makes use of the information you give the organisation when you use this website.

If you are asked to provide information when using this website, it will only be used in the ways described in this privacy policy.

This policy is updated from time to time. The latest version is published on this page.

This website privacy policy comes into effect on 25th May 2018 and was last updated in April 2018. If you have any questions about this policy, please email info@cilni.org

Introduction

We gather and use certain information about individuals to provide services and to enable certain functions on this website.

We also collect information to understand better how service users use this website and to present timely, relevant information to them.

What data we gather

We may collect the following information:

- Contact information including email address,
- Demographic information, such as postcode, preferences and interests
- Website usage data
- Other information relevant to service user enquiries
- Other information pertaining to the advice and payroll services we provide

How we use this data

Collecting this data helps us understand what you are looking for from the organisation, enabling us to deliver improved information on the website and other forms of communication with service users.

Specifically, we may use data:

- For our internal records.
- To improve the services we provide.
- To contact you in response to a specific enquiry.

- To customise the website for you.
- To send you emails or to call you as part of our advice and payroll service and other things we think might be relevant to you.
- We may contact you via email, text, telephone or post.

Cookies and how we use them

What is a cookie?

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website.

Cookies allow websites and applications to store your preferences to present content, options or functions that are specific to you. They also enable us to see information about how many people use the website and what pages they tend to visit.

How we use cookies

We may use cookies to:

Analyse our web traffic using an analytics package. Aggregated usage data helps us improve the website structure, design, content and functions.

Identify whether you are signed in to our website. A cookie allows us to check whether you are signed in to the site.

Test content on our website. For example, 50% of our users might see one piece of content, the other 50% a different piece of content.

Store information about your preferences. The website can then present you with the information you will find more relevant and interesting.

To recognise when you return to our website. We may show your relevant content, or provide the functionality you used previously.

Cookies do not provide us with access to your computer or any information about you, other than that which you choose to share with us.

Controlling cookies

You can use your web browser's cookie settings to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, you should set your web browser to refuse cookies.

However, please note that doing this may affect how our website functions. Some pages and services may become unavailable to you.

Unless you have changed your browser to refuse cookies, our website will issue cookies when you visit it.

To learn more about cookies and how they are used, visit [All About Cookies](#).

Controlling information about you

When you fill in a form or provide your details on our website, you are allowing communications from us by email, telephone, text message or post.

If you have agreed that we can use your information for communication purposes, you can change your mind easily: Send an email to info@cilni.org.

We will never lease, distribute or sell your personal information to third parties unless required to by law.

Any personal information we hold about you is stored and processed under our data protection policy.

Mailing list

We operate an email mailing list program, used to inform subscribers about news, events and other important information. We use a third-party provider called Mailer Lite. If you opt in to being contacted by us, then we will in some cases use Mailer Lite to communicate with you. Users can subscribe and unsubscribe through an online automated process where they can control what they receive.

Google Analytics

We use Google Analytics, a popular web analytics service provided by Google Inc. Google uses cookies to collect and analyse information about how the website is used. Google undertakes not to associate your IP address with other data held by Google. Find out more about [Google Analytics here](#).

Security and retention

We minimise the amount of personal data we keep about you and the period of time we hold it for. In some cases, we retain records for the length of time that we are legally obliged to do so (for example, service users, payment information, job application and monitoring information). In other cases, we apply our retention schedule when we no longer require personal data and ensure its secure deletion or disposal.

To prevent unauthorised disclosure or access to your information, we have put in place reasonable technical, security and procedural controls required to protect your personal information. We also follow stringent procedures to ensure we work with all personal data in line with the GDPR (General Data Protection Regulation) which comes into effect from May 2018.

Links from our site

Our website may contain links to other websites.

Please note that we have no control of websites outside the cilni.org domain. If you provide information to a website to which we link, we are not responsible for its protection and privacy.

Always be wary when submitting data to websites. Read the site's data protection and privacy policies fully.

If you have any queries regarding the privacy policy, please email info@cilni.org