

# ACJRD Privacy Policy<sup>1</sup>

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ACJRD values your privacy, which we protect with our privacy policy. ACJRD will not provide any information, which you give us, to any other organisation or individual without your express permission or legal compulsion such as a Court Order.

This Statement of Privacy applies to all ACJRD activities and governs data collection and usage.

## **1. Collection of your Personal Information:**

ACJRD collects personally identifiable information, such as your name, e-mail address, home or work address or telephone number, occupation, department/branch/location.

In addition, ACJRD may collect information about your special interests and areas of expertise, if you provide that information

Except to the extent required in some circumstances, for example special dietary requirements, The ACJRD does not request any other personal information.

Please remember that if you directly disclose personally identifiable information or personally sensitive data through any ACJRD conferences whether real or virtual or public message boards, this information may be collected and used by others.

The ACJRD encourages you to review the privacy statements of Web sites you choose to link to through The ACJRD so that you can understand how those Web sites collect, use and share your information. The ACJRD is not responsible for the privacy statements or other content on Web sites outside of the ACJRD.

## **2. Use of your Personal Information:**

The ACJRD uses your personal information to deliver the services you have requested.

If you consent, the ACJRD may use your personally identifiable information for the purposes of :-

- membership registration;
- event registration;
- mailing list subscription,
- Working Group application;
- Volunteer application;
- to send you information in relation to our work or developments in the area of criminal justice, which may be of interest to you;
- notify you of ACJRD conferences and events

With your consent, the ACJRD may also contact you via surveys to conduct research about your opinion of the sector, current services or of potential new services that may be offered. Unless specific consent is required and unless otherwise specified, survey results are anonymised by ACRD.

The ACJRD does not sell, rent or lease its customer lists to third parties. The ACJRD may, from time

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<sup>1</sup> This policy was approved at the ACJRD Council Meeting 22.02.22

to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) will not be shared with the third party.

In addition, The ACJRD may share data with trusted servants and agents of ACJRD for the purposes of performing the charitable purposes of ACJRD and, with your prior consent, for the purposes of:

- hosting conferences;
- hosting events;
- delivering refreshments at conferences and events;
- conducting research for a specified purpose;
- performing statistical analysis;
- sending you email or postal mail;
- accepting payment for an event.

### **3. The ACJRD Website:**

ACJRD will not provide any information, which you give us, to any other organisation or individual without your express permission or legal compulsion such as a Court order. We do not collect any personal data about you on our website, apart from information which you volunteer. If you provide it, we will collect the following information to send you newsletters and information about our events, our work or developments in the area of criminal justice:

- Email addresses of people who subscribe to ACJRD's newsletter;
- The names, email addresses, organisation names, phone numbers of people who contact us by filling out and submitting the Contact Us form on our website;
- The username and password of participants using the Member Area.

We only use this data for the purpose for which you provide it. We may compile data for statistical reporting purposes such as counting the number of people who have subscribed to our newsletter and counting the number of enquires our organisation received via our website.

In each case your email address is stored securely and only in the case of our newsletter not on our own SSL protected server. Newsletter subscription emails are held on server. Subscribers to our newsletter can unsubscribe at any time. 'Mailjet' is an international service with HQ in France. 'Mailjet' forms part of the business unit of Sinch Email (Sinch). Sinch Email complies with the European Data Protection Regulation 2016/679 (GDPR) as well as all applicable data protection laws. For information on Mailjet's privacy policy regarding email lists please visit <https://www.mailjet.com/legal/privacy-policy/> .

We never sell lists or email addresses, and you can email us to request we remove your email and data from our newsletter and server.

#### 4. Use of Cookies:

Our website uses cookie technology. A cookie is a piece of information in the form of a very small text file stored on your hard drive. It is generated by a web page server when you visit a website.

The information the cookie contains is set by the server and it can be used by that server whenever the user visits the website. A cookie can be thought of as an Internet user's identification card, which tells a website when the user has returned.

The Cookies used on the ACJRD website are strictly necessary cookies and are listed in the table below.

Cookie Name	Cookie Purpose	Cookie Duration	Category
Session Cookie (random number of characters)	Session cookies allow users to be recognized within a website so any page changes or item or data selection you do is remembered from page to page. Without session cookies you cannot login or purchase an item.	This cookie expires when the user closes the browser (End of Session)	Strictly necessary
Stripe (__stripe_mid, __stripe_orig_props, __stripe_sid)	We use Stripe as our Payment Gateway so that your Credit Card information staying secure at all times. For those purpose, your Credit Card details are getting sent to Stripe. For more information please refer to the Privacy Policy of Stripe: <a href="https://stripe.com/ie/privacy">https://stripe.com/ie/privacy</a>	They expire after 1 year and are used for tracking the payment status	Strictly necessary (when making a payment)
Paypal	We use PayPal as our Payment Gateway so that your Credit Card information staying secure at all times. For those purpose, your Credit Card details are getting sent to Paypal. For more information please refer to the Privacy Policy of Paypal: <a href="https://www.paypal.com/ie/webapps/mpp/ua/cookie-full">https://www.paypal.com/ie/webapps/mpp/ua/cookie-full</a>	Various (see <a href="https://www.paypal.com/ie/webapps/mpp/ua/cookie-full">https://www.paypal.com/ie/webapps/mpp/ua/cookie-full</a> )	Strictly necessary (when making a payment)
Recaptcha	The ReCaptcha service is used to protect our forms from Spammers. See Google's Privacy Policy: <a href="https://policies.google.com/privacy?hl=en#infocollect">https://policies.google.com/privacy?hl=en#infocollect</a>	Various (see <a href="https://policies.google.com/privacy?hl=en#infocollect">https://policies.google.com/privacy?hl=en#infocollect</a> )	Strictly necessary (when filling out a form)
hidecookie	This saves the Acceptance of the Cookie policy and hides the Cookie Banner at the bottom of the page so that the Banner is not showing up on every page load.	This cookie expires when the user closes the browser (End of Session)	Strictly necessary (only when clicking on the accept button to hide the Cookie Banner)

## **5. Security of your Personal Information**

The ACJRD takes all reasonable steps to secure your personal information from unauthorized access, use or disclosure and secures the personally identifiable information you provide on computer servers and hard copy files in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted to other Web sites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

We will not record or retain any credit card details taken for the purposes of payment or subscription, in person over the phone after a payment has been made.

## **6. Requesting a copy of your personal Information:**

You are entitled to a copy of your personal data which you may have supplied via this website. If you would like to request a copy of your personal data please contact us at [enquiries@acjrd.ie](mailto:enquiries@acjrd.ie) or write to ACJRD, Coleraine House, Coleraine Street, Dublin 7, Ireland, D07 E8XF. Your letter or email must contain your full name and telephone number – in the event we need to call you to discuss your request – and confirmation of the email address you supplied via the website. Please also include a copy of a suitable form of identification such as a Drivers Licence or passport.

We will process your request as quickly as possible and within 40 days of receipt of the request.

## **7. Correcting, updating or removing your information**

If your personal data held by us is inaccurate or out of date you can request us to correct it. If you would like us to delete your personal data you can request us to do so. Your letter or email must contain your full name and telephone number – in the event we need to call you to discuss your request – and confirmation of the email address you supplied via the website.

If you wish to update or remove information previously provided to The ACJRD or wish to no longer be contacted by The ACJRD please contact us at [enquiries@acjrd.ie](mailto:enquiries@acjrd.ie) with details of your specific request or phone us on 00 353 1 878 2592 and your request will be actioned.

## **8. Changes to this Statement**

The ACJRD will occasionally update this Statement of Privacy to reflect company and customer feedback. The ACJRD encourages you to periodically review this Statement to be informed of how The ACJRD is protecting your information.

## **Contact Information**

The ACJRD welcomes your comments regarding this Statement of Privacy. If you believe that The

ACJRD has not adhered to this Statement, please contact [enquiries@acjrd.ie](mailto:enquiries@acjrd.ie). We will use commercially reasonable efforts to promptly determine and remedy the problem.