

Charity Commission for Northern Ireland privacy notice

Information we collect via the annual monitoring return user survey



July 2018

Privacy notice

This privacy notice explains how the Charity Commission for Northern Ireland processes personal data when you complete the online user survey after submitting a charity's annual monitoring return. It is supplemented by our [main privacy notice](#), which provides further information and sets out some of your rights and entitlements in respect of that personal data.

Personal information we collect from the annual monitoring return user survey

In completing the annual monitoring return user survey, you will be asked to voluntarily provide some personal data, including information on your role with the charity and some equality characteristics, including the following information - age group, gender and disability. You will not be asked for your name or contact details, and the information you provide will not be attributed or stored in a way which identifies you to the Commission, for example, the Commission will not hold IP addresses.

We will only use the anonymized personal data we collect to report on our obligations under equality legislation. This may include compiling and publishing statistics showing information like the number of male or female survey respondents or a breakdown of views and experiences of our services based on age, but not in a form which identifies you as an individual.

How we process this personal data

We use SurveyMonkey™ to gather survey information and have a dedicated account set up to manage this. When you respond to a Commission survey or online form using SurveyMonkey, SurveyMonkey may process information about this activity. As stated in [SurveyMonkey's privacy policy](#), this processing is limited to the nature of the survey/online form you have completed, the device used to complete the survey, IP address you used, cookie data and location. SurveyMonkey does not link this usage data with your survey responses. SurveyMonkey processes information collected for the purposes outlined in their privacy policy, including:

- to monitor the use of their services in terms of quality of service and functionality
- to improve the quality of their services and develop new ones
- to improve security by protecting against cyberattack.

Once the survey is completed or reporting period reached, information including anonymised personal data will be transferred from SurveyMonkey to the Commission's internal information management

system for analysis. All records will then be deleted from SurveyMonkey. Transferred survey responses will be retained in a secure environment and access to individual, anonymized survey responses will be restricted.

Sharing of information

Certain survey information will be published but it will not be attributed or reported in a way which identifies you. For more information on how the Commission collects and uses personal data, including the purposes for processing personal data, who it will be shared with and periods of retention, please click [here](#).

The personal information you provide through the survey/online form remains within the control of the Commission, is completely anonymous and cannot be tracked back to individual respondents by the Commission using the activity data gathered by SurveyMonkey.

Lawful basis for processing

As the charity regulator, the Commission has a function set out in section 8(2) of the Charities Act Northern Ireland 2008 to encourage and facilitate the better administration of charities. This function covers research, consultation and the production and provision of advice and guidance on charity regulation and good governance matters, thereby encouraging and facilitating the better administration of charities. The Commission's lawful basis for processing personal data is in accordance with article 6(1) of the GDPR in that processing is necessary for compliance with a legal obligation to which the data controller is subject.

The Commission's lawful basis for processing this information is also established under section 75 of the Northern Ireland Act 1998 which requires public authorities, in carrying out their functions, to have regard to the need to promote equality of opportunity and good relations across a range of categories outlined in the Act. Section 49A of the Disability Discrimination Act 1995 (as amended) also requires the Commission to have regard to the need to promote positive attitudes towards disabled people and encourage participation by disabled people in public life. Processing in this regard concerns specified categories of personal data, and is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity between individuals within the section 75 equality categories.

Your rights

For more information on your rights in relation to the personal data we process, please refer to the Commission's main privacy notice, which is available [here](#).