

Northern Ireland Assembly Commission: Northern Ireland Assembly TV Wordpress Site Privacy Notice

This Privacy Notice sets out how the Northern Ireland Assembly Commission uses and protects the information we collect from you, or that you provide to us, in relation to the Northern Ireland Assembly website for audio and video posts, <https://niassembly.tv/>. Please read this notice to understand our practices regarding personal data and how we will treat it.

For the purposes of the Data Protection Act 1998, the 'data controller' is:

The Northern Ireland Assembly Commission, Parliament Buildings, Ballymiscaw, Stormont Estate, Belfast, BT4 3XX.

Why are you processing my personal information?

We process personal information in order to provide content requested by the user, to reply to comments and queries and to obtain statistical data that will allow us to gauge performance and improve the user experience.

What we collect

This notice applies to information we collect, hold and manage in relation to:

- email subscribers (including MailChimp, WordPress, YouTube, Soundcloud and Feedburner);
- feedback (via email and the comment section of posts);
- Use of 'cookies' on the niassembly.tv website.

Email subscribers

Users can [subscribe by email](#) to a number of services including:

- An email newsletter detailing upcoming Northern Ireland Assembly business
- Update emails when new blogs or posts are added to the site
- One or more of our YouTube channels
- One or more of our SoundCloud channels
- One or more of our Feedburner RSS feeds

Email Newsletter

Users can sign up to receive an email newsletter containing upcoming information on Assembly business (typically once a week when the Assembly is in session). This is done using the email automation platform, [Mailchimp](#) via the subscription form at the bottom of every page on the website:

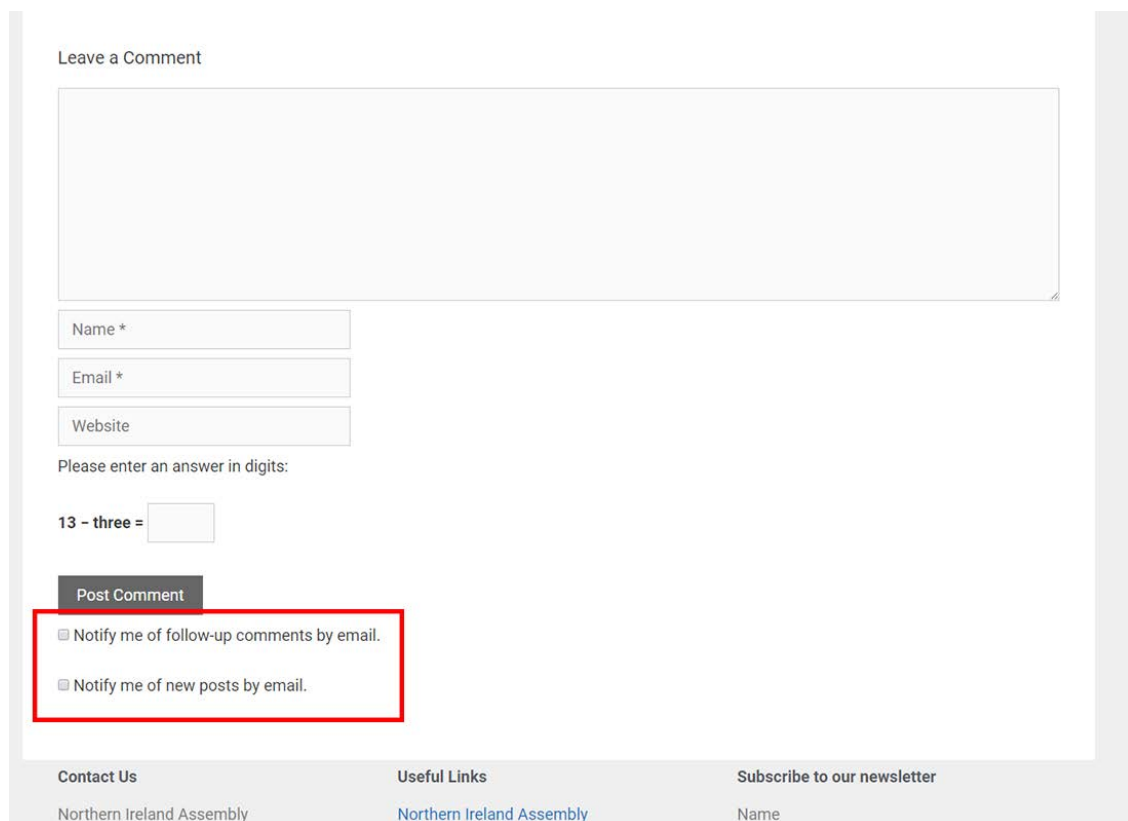
Contact Us Northern Ireland Assembly Ballymiscaw Stormont Estate Belfast BT4 3XX Phone: 028 9052 1137 info@niassembly.gov.uk	Useful Links Northern Ireland Assembly Cookie and Privacy Notice MailChimp newsletter subscription form	Subscribe to our newsletter Name <input type="text"/> Email <input type="text"/> <input type="submit" value="Send"/>
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During the process of signing up, users must indicate their consent via a confirmation email which is sent to them. Their email address is then held within the MailChimp system only for the purposes of an email being sent to provide subscribers with the information they have requested; email addresses will not be used for any other purpose. A list of email addresses (and names if you provided them on sign-up) is accessible to a small number of staff working for the Northern Ireland Assembly via a password login.

Users are provided with the opportunity to change their preferences or unsubscribe to email updates within a message at the footer of every email they receive. For more information please read the [MailChimp privacy policy](#) and the [MailChimp cookie statement](#).

Blog Update Emails

At the bottom of every post on the website there is a comment form. If you submit a comment you are also provided with options to be notified of follow-up comments and to be notified of new posts/blogs by email. If you would like to receive these updates you must consent by selecting the appropriate checkboxes before posting your comment.



The image shows a 'Leave a Comment' form. It includes a large text area for the comment, followed by input fields for 'Name *', 'Email *', and 'Website'. Below these is a CAPTCHA question: 'Please enter an answer in digits: 13 - three ='. A 'Post Comment' button is located below the CAPTCHA. Two checkboxes are positioned below the button, both of which are enclosed in a red rectangular box. The first checkbox is labeled 'Notify me of follow-up comments by email.' and the second is labeled 'Notify me of new posts by email.' The footer of the page contains three columns: 'Contact Us' with the text 'Northern Ireland Assembly', 'Useful Links' with the text 'Northern Ireland Assembly', and 'Subscribe to our newsletter' with a 'Name' input field.

If you elect to receive follow-up comments, you will receive an email asking you to confirm the request. If you do not confirm you will not receive any further communication. If you confirm, you will receive an email for every new comment on the post. In the emails you receive there is a link at the bottom which will allow you to modify your subscription options if you would no longer like to receive updates.

If you elect to be notified of new posts you will receive an email asking you to confirm the request. If you do not confirm you will not receive any further communication. If you confirm, you will receive an email every time a new post or blog is added to the website. Please note that while the Assembly is in session you may receive several emails a day as new posts are added for each recorded Committee meeting, for selected Plenary debates and other associated Assembly business. In the emails you receive there is a link

at the bottom which will allow you to modify your subscription options if you would no longer like to receive updates.

Please note that these notifications are managed by WordPress, the website creation tool used to build and maintain <https://niassembly.tv/>. For more information on how WordPress stores and processes your personal data, you should refer to the WordPress privacy policy - <https://automattic.com/privacy/>.

YouTube, Soundcloud, Feedburner RSS Subscriptions

If you elect to subscribe to our content via third party websites such as YouTube, SoundCloud or Feedburner, your personal information will be processed according to their respective privacy policies:

Soundcloud - <https://soundcloud.com/pages/privacy>

YouTube - <http://www.google.co.uk/intl/en/policies/privacy/>

Feedburner - <https://policies.google.com/privacy?hl=en-GB&gl=uk>

To unsubscribe:

Soundcloud – Sign in, click on the [channels you are following](#) and select the channels you would like to unsubscribe from

YouTube – Sign in, click on your [subscriptions](#) and select the channels you would like to unsubscribe from

Feedburner – Follow these instructions - <https://support.google.com/feedburner/answer/79398?hl=en>

Our website also provides the opportunity to follow us on Facebook, Twitter and Instagram. For more information on how these websites collect and process your data, please read their respective privacy policies:

Facebook – www.facebook.com/about/privacy

Twitter - <http://twitter.com/privacy>

Instagram - <https://help.instagram.com/155833707900388>

User Contact and Feedback

Users of NIAssembly.tv can provide feedback to the blog administrators via the contact information provided at the bottom of every page on the website or by leaving a comment in the comments section of any post.

Emails will be received by members of the Communications Office in the Northern Ireland Assembly. These will be held for the purpose of answering the query and will then be deleted in line with our [Retention and Disposal Schedule](#). No personal data will be gathered from these emails.

Comments left on a post will be visible on that post along with your name and will remain there indefinitely. This is to encourage discussion and interaction on the topics of the posts. Comment details including your name, email address, IP address and avatar (if you have one) are also stored in a WordPress database of website comments which is accessible only to the website administrators via a password. If you would like to delete your comment and details please email us at info@niassembly.gov.uk and we will facilitate your request as soon as possible. For more information on how WordPress stores and processes your personal data, you should refer to the WordPress privacy policy - <https://automattic.com/privacy/>.

Cookies

Cookies are small pieces of data, stored in text files, that are stored on your device when websites are visited in a browser. They are most commonly used to 'remember' you and your site preferences. For example, they can be used to allow the user to remain 'logged in' and not have to repeatedly log in at the beginning of every new session.

Users of NIAssembly.tv are asked via an automated message if they consent to cookies being collected. We collect information via cookies so that we can find out things such as the number of visitors to the various parts of the site. We collect this information in a way which does not identify anyone. We do not make any attempt to find out the identities of any of our users. 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 we will explain what we intend to do with it.

The Northern Ireland Assembly Commission is committed to safeguarding your personal information. Whenever you provide such information, we are legally obliged to use your information in line with all laws concerning the protection of personal information, including the Data Protection Act 1998 and the General Data Protection Regulation.

Use of cookies and how to control and delete cookies

The Northern Ireland Assembly Commission will not use cookies to collect personally identifiable information about you. However, if you wish to restrict or block the cookies which are set by NIAssembly.tv, or indeed any other website, you can do this through your browser settings. The Help function within your browser should tell you how. Alternatively, you may wish to visit www.aboutcookies.org which contains comprehensive information on how to do this on a wide variety of browsers. You will also find details on how to delete cookies from your computer as well as more general information about cookies. For information on how to do this on the browser of your mobile phone you will need to refer to your handset manual. Please be aware that restricting cookies may impact on the functionality of the website.

Third party cookies

Cookies are also used by third party websites that serve up content on the site. These include WordPress (the content management system used to build the website), Google Analytics (Google's analytics service) and our social media channels.

WordPress

NIAssembly.tv is built using the WordPress content management system. WordPress uses cookies to verify who you are. There are cookies for logged in users (i.e. people who have registered an account with the WordPress blog in question) and for commenters on a post. For more information on how WordPress uses cookies please read the information on their website - https://codex.wordpress.org/WordPress_Cookies. We also use the Jetpack WordPress plugin to enhance the experience of users. This includes the use of cookies and analytics tracking. For more information on how Jetpack processes your data please consult their privacy policy - <https://jetpack.com/support/privacy/>.

Google Analytics

The Northern Ireland Assembly Commission uses Google Analytics, a web analytics service provided by Google. Google Analytics sets cookies on the NIAssembly.tv website on its behalf in order to compile reports for us on user activity.

Google may transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. By using the NIAssembly.tv website and consenting to the collection of cookie data, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

How to reject or delete this cookie

If you would like more information about the cookies used by Google Analytics, as well as information on how to opt-out, please see their individual privacy policy - <http://www.google.com/intl/en/privacypolicy.html>

Cookies set by social media channels

When you visit a page with content embedded from, for example, Facebook, Flickr, YouTube or Twitter, you may be presented with cookies from these websites. The Northern Ireland Assembly Commission does not control the dissemination of these cookies. You should check the relevant third party website for more information about these. We would urge you to review these as they will govern the use of information you submit or which is collected by cookies whilst visiting these websites.

Facebook – www.facebook.com/about/privacy

Twitter - <http://twitter.com/privacy>

You Tube - <http://www.google.co.uk/intl/en/policies/privacy/>

Flickr Privacy Policy - <http://info.yahoo.com/privacy/uk/yahoo/>

Instagram - <https://www.instagram.com/legal/cookies/>

To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org

To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>

Do you share my personal data with anyone else?

As referred to above, subscriber email addresses are held within our WordPress and MailChimp accounts but can only be accessed by the NIAssembly.tv administrators via a password. These email addresses will not be shared with anyone else.

Automattic, the parent company responsible for WordPress, has created a page setting out how it intends to meet the requirements of GDPR, including how it handles data on behalf of others: <https://en.support.wordpress.com/automattic-gdpr/>

For further information on how MailChimp is intending to meet GDPR requirements, please visit <https://kb.mailchimp.com/accounts/management/about-the-general-data-protection-regulation>.

As the NIAssembly.tv website uses a WordPress platform, the email addresses of subscribers may be transferred to a WordPress server for storage. For further details of WordPress compliance with data protection legislation please visit this page: <https://en.support.wordpress.com/automattic-gdpr/> A wider privacy policy from WordPress can be found here: <https://automattic.com/privacy/>.

Contact information supplied via the post comments sections will not be shared with any other service. Depending on the nature of the enquiry, it may be necessary to share the substance of a contact email with other Assembly staff in order to respond to the enquirer with the correct information.

How long do you keep my personal data?

Email subscribers

Email addresses will be held for as long as the subscriber wishes to keep being informed of new blog content or newsletter; subscribers can unsubscribe at any time and will be provided with the option of doing so at the footer of every notification email.

Contact information

Contact information supplied via email will be retained for as long as is required to answer the query and will then be deleted in line with our [Retention and Disposal Schedule](#). Contact information supplied via the comments section of one of our posts will be retained indefinitely as part of the post discussion. However details can be removed by request by emailing info.office@niassembly.gov.uk

Cookies

Data provided via cookies and stored within Google Analytics, WordPress and JetPack will be held in accordance with the privacy policy of that system, further details of which can be found here:

Google Analytics - <http://www.google.com/intl/en/privacypolicy.html>

WordPress – https://codex.wordpress.org/WordPress_Cookies

Jetpack - <https://jetpack.com/support/privacy/>

Changes to this Privacy Notice

This Privacy Notice will be reviewed and updated regularly. It was last updated on 26 April 2018.

What rights do I have?

- You have the right to obtain confirmation that your data is being processed, and access to your personal data;
- You are entitled to have personal data rectified if it is inaccurate or incomplete;
- You have a right to have personal data erased and to prevent processing, in specific circumstances;
- You have the right to 'block' or suppress processing of personal data, in specific circumstances;
- You have the right to data portability, in specific circumstances;
- You have the right to object to processing, in specific circumstances; and
- You have rights in relation to automated decision making and profiling.

Where can I obtain further information?

If you want to request information about this Privacy Notice, or if you would like to make an enquiry about personal information we may hold about you, please contact us at:

Data Controller Name: Northern Ireland Assembly Commission Address: Parliament Buildings, Ballymiscaw, Stormont, Belfast BT4 3XX Information Standards Officer: Martina Dalton
Email: martina.dalton@niassembly.gov.uk Tel: 028 90 521147

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office Wycliffe House
Water Lane Wilmslow Cheshire SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk <https://ico.org.uk/global/contact-us/>