



**FIGHTING  
WORDS**

## **PRIVACY NOTICE**

*Fighting Words NI  
4<sup>th</sup> June 2020*

At Fighting Words NI, we are committed to maintaining the trust and confidence of visitors to our website, subscribers to our newsletter, people who contact us, and those who participate in our initiatives.

Here you'll find information on how we treat data that we collect from website visitors, newsletter subscribers, and those who are interested in volunteering.

### **Visitors to our Website**

When someone visits [www.fightingwordsbelfast.co.uk](http://www.fightingwordsbelfast.co.uk) we will use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way that does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

### **Newsletter Sign-Up**

As part of the registration process for our bi-monthly e-newsletter, we will collect two pieces of personal information (your email address and name). We use that information to:

- tell you about what's happening at Fighting Words NI, and occasionally news from other organisations that we feel is of interest; to
- contact you if we need to obtain or provide additional information; to
- check our records are right; and to
- check every now and then that you're happy and satisfied receiving our newsletters.

**We hold all of your personal info securely. We don't rent or trade email lists with other organisations and businesses.**

We use a third-party provider, MailChimp, to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see [MailChimp's privacy notice](#).

MailChimp participates in and has certified its compliance with the EU-U.S. Privacy Shield Framework and the Swiss-U.S Privacy Shield Framework. You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our newsletter emails or by emailing [outreach@fightingwords.co.uk](mailto:outreach@fightingwords.co.uk).

### **People who email us**

Our email provider is Outlook (via Microsoft Office 365). For more information, you can read [Microsoft's privacy notice](#).

We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

### **Links to Other Websites**

This privacy notice does not cover any links within this site guiding you to other websites, including partners, funders, or fellow Fighting Words centres. Those sites are not governed by this Privacy Notice, and if you have questions about how a site uses your information, you'll need to check that site's privacy statement.

### **Access to Your Personal Information**

You are entitled to access the personal information that we hold. Email your request to the [data protection officer](#).

### **Changes to this Privacy Notice**

We keep our privacy notice under regular review. This privacy notice was last updated on 4<sup>th</sup> June 2020.

## **WEBSITE COOKIES POLICY**

We use a system of classifying the different types of cookies which we use on the website, or which may be used by third parties through our website. The classification was developed by the International Chamber of Commerce UK and explains more about which cookies we use, why we use them, and the functionality you will lose if you decide you don't want to have them on your device.

## **What is a cookie?**

Cookies are text files containing small amounts of information which are downloaded to your personal computer, mobile or other device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful because they allow a website to recognise a user's device.

## **How long are cookies stored for?**

**Persistent cookies** - These remain on a user's device for the period of time specified in the cookie. They are activated each time that the user visits the website that created that particular cookie.

**Session cookies** - These allow website operators to link the actions of a user during a browser session. A browser session starts when a user opens the browser window and finishes when they close the browser window. Session cookies are created temporarily. Once you close the browser, all session cookies are deleted.

Cookies do lots of different jobs, like letting you navigate between pages efficiently and remembering your preferences, and they generally improve the user experience.

You can find more information about cookies at [www.allaboutcookies.org](http://www.allaboutcookies.org) and [www.youronlinechoices.eu](http://www.youronlinechoices.eu).

## **Cookies used on our website**

A list of all the cookies used on our website by category is set out below.

**Strictly necessary cookies** - These enable services you have specifically asked for. These cookies are essential in order to enable you to move around the website and use its features, such as accessing secure areas of the website.

**Performance cookies** - These collect anonymous information on the pages visited. By using the website, you agree that we can place these types of cookies on your device. These cookies collect information about how visitors use the website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how the website works.

**Functionality cookies** - These remember choices you make to improve your experience. By using the website, you agree that we can place these types of cookies on your device. These cookies allow the website to remember choices you make (such as your user name, language or the region you are in) and provide enhanced, more personal features. These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customise. They may also be used to provide services you have asked for such as watching a video or

commenting on a blog. The information these cookies collect may be anonymised and they cannot track your browsing activity on other websites.

**Third-party cookies** - These allow third parties to track the success of their application or customise the application for you. Because of how cookies work we cannot access these cookies, nor can the third parties access the data in cookies used on our site. For example, if you choose to 'share' content through Twitter or other social networks you might be sent cookies from those websites. We don't control the setting of these cookies, so please check those websites for more information about their cookies and how to manage them.

**YouTube** - We may embed videos from our official YouTube channel using YouTube's privacy-enhanced mode. This mode may set cookies on your computer once you click on the YouTube video player, but YouTube will not store personally-identifiable cookie information for playbacks of embedded videos using the privacy-enhanced mode. Read more at [YouTube's embedding videos information page](#).