



## Website Policy

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| Reviewed by:                        | LISA RICE                           |
| Job Title:                          | communications & engagement manager |
| Date Reviewed:                      | 28.3.19                             |
| Approved by the Chief Executive:    | Cue Cao Hong                        |
| Date:                               | 28.03.19.                           |
| Approved by the Accounting Officer: | E. Lynch                            |
| Date:                               | 28/03/19                            |
| Periodic Review Date:               | Jan 2021                            |
| Version:                            | 4                                   |

## **COPNI Website Policy**

The COPNI website plays a key role in enabling the Commissioner to communicate with stakeholders. The website is continually updated with information on the work that COPNI is engaged in, including press releases, reports, governance documents and general information.

### **Accessibility**

COPNI is committed to ensuring accessibility to as many people as possible, and the website has been developed according to this principle. This includes compliancy with several software programmes for people with disabilities such as screen readers, as well as enhanced visibility options.

COPNI welcomes suggestions as to how the website can be made more accessible and continues to review its accessibility policy and practice.

### **Disclaimer**

The information contained on this site has been prepared and reviewed by experienced staff employed by the Commissioner for Older People for Northern Ireland. Whilst considerable effort has been made to describe the law accurately, a website is limited in its ability to convey the complexities and variations in how the law may be applied and interpreted. The Commission, the authors or publishers do not accept liability for any loss which may arise from reliance on the information contained on this site.

We would also ask you to bear in mind the following points when using the site:

### **Links to other websites**

Links to a number of other sites are made to provide the user with speed of reference. However, the Commissioner for Older People for Northern Ireland cannot guarantee the accuracy of the contents of other websites to which links have been made.

### **Advisory material not legal advice**



Commissioner for **Older People**  
for Northern Ireland

The material published on this website is for general information purposes and does not and is not intended to constitute legal or other professional advice. You should seek specific legal advice in relation to any particular matter.

### **Privacy statement**

COPNI processes personal data in accordance with our obligations under the EU wide General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018 (DPA). This notice is written to comply with requirements under both DPA and GDPR. All information collected on the COPNI website will be kept strictly confidential and will not be sold, leased or rented to parties outside COPNI and will be destroyed in accordance with the COPNI Retention and Destruction Schedule. We will not disclose information to third parties not involved in any transaction process, or use it for other purposes, such as unsolicited mailings. A more detailed explanation about how we safeguard your personal information is described below. Any questions about this can be forwarded to:

The Office of the Commissioner for Older People for Northern Ireland  
Equality House  
7-9 Shaftesbury Square  
Belfast  
BT2 7DP  
Tel: 02890 890 892  
Email: [info@copni.org](mailto:info@copni.org)

### **Information collected**

COPNI collects the following information regarding visitors to our website: IP address, pages accessed, date, time and further information volunteered by you. COPNI will analyse website data to regularly improve the value of the materials available online.

### **Press releases**

Only press releases specific to COPNI will be deposited in the "News" section of the website

### **Other links**

Requests for links to be added to the COPNI website will be considered, however we reserve the right to refuse to include external links if deemed to be inappropriate or irrelevant to COPNI. COPNI do not share links to commercial entities. We take no responsibility for the content of any external links, nor does inclusion of a link imply endorsement by COPNI. COPNI will not be liable for any content on any third party website or websites.

### **Accuracy**

The material and information made available on the website is provided without any guarantees, conditions or warranties as to its accuracy. We accept no liability for use or reliance on information on this website.

### **Governance documents**

A number of Governance documents are published on the COPNI website including COPNI's Gifts and Hospitality Register, Register of Interests and signed minutes from previous meetings which includes notification of the date of the next ARAC meeting.