

## Data Protection

At Arundawn Dog Rescue we care about your personal data and ensuring you're informed about how we use it. We promise to protect your data, and to manage any information you share with us in line with data protection laws.

Our Privacy Policy sets out how and why we will collect and use your personal data and our legal basis for its use, to ensure you remain informed and in control of your information.

Please read this policy carefully, along with our Website Usage Policy and any other documents referred to in this policy, to understand how we collect, use and store your personal information.

If you have any questions about how Arundawn Dog Rescue processes your information, please get in touch using the details in the "Contact us" page of our Website.

## Types of data we collect

We collect the following types of information about you:

Information collected as part of our rehoming service, such as details relating to your personal circumstances

Information about your dog, such as their behaviour, medical conditions and treatments as part of the relinquish/rehoming process

Your contact details, such as name, postal address and email address

Your date of birth

Your financial information such as bank account details and/or PayPal details

A record of our communications with you

Your donation history

## Sensitive Information

Under data protection law, certain categories of personal information are recognised as sensitive, including health information, race, religious beliefs. Arundawn Dog Rescue will sometimes collect sensitive personal data in connection with our rehoming services. In these cases, we will obtain your consent to process this data, or alternatively ensure that we have a valid legal basis for doing so, such as when it is in the substantial public interest.

## Where does this information come from?

Most personal data we process is given to us directly by prospective adopters/fosterers, our supporters and volunteers during their interactions with us.

We may also receive your personal information when you donate to Arundawn Dog Rescue through third-party services such as fundraising platforms.

## How we use your data

How we use your data for these purposes will depend on the nature of our relationship with you.

## Category Examples of Purposes for which we Collect, Store and Process your Data:

## Rehoming

When you rehome one of our dogs, we ask you to provide us with information about your home, personal circumstances, and in some cases health or mobility requirements so that we are better able to match you with a dog that is going to best meet its, and yours or your family's needs.

We will also ask for information about your dog and you (including the reason or circumstances that led to you needing to rehome your dog, and any information about your dog's behaviour towards yourself and others in the household that will help us with their care or onward rehoming) when you enquire about relinquishing your dog into our care.

We also ask for this information so that we can comply with the relevant legal requirements when rehoming an animal such as establishing the legal ownership of animals or updating microchip details.

## Relinquishment of dogs

If you have contacted us to relinquish to us your dog for rehoming, we will use the information you provide us to establish how we can best look after your dog whilst in our care

To assess how we might safely and permanently rehome your dog

To enable us to meet the relevant legal requirements where they apply to dogs brought into our care.

## Volunteering with us

To support and train volunteers and ensure their safety

To enable us to communicate with volunteers regarding their volunteering work, the wider work of Arundawn Dog Rescue and how they might support in other ways

## Donations

To process your donations

## Enquiries

To enable us to record, consider and reply to enquiries

## How the Law applies to Arundawn Dog Rescue

Arundawn Dog Rescue are required under law to make sure that we have a valid ground for processing your data. The law sets out six different grounds for when personal data can be processed (plus additional ones where sensitive data is used) The four legal grounds that are most relevant to our use of your personal information are:

Consent

Legitimate Interest

Contract

Legal Obligation

## Consent

In some cases we will rely on consent, for example by submitting your 'Pre Adoption Application' or 'Foster Application' you allow Arundawn Dog Rescue (or representatives of) to contact you regarding your Applications and arrange homechecks.

## Legitimate Interests

This legal ground for processing means that we can process your personal information if we have a genuine and legitimate reason for doing so, and that reason is not overridden by your rights and interests as an individual.

Examples of the legitimate interests processing activities we undertake are:

To allow us to provide the best possible care for every dog.

To assess suitability for rehoming and to follow up with you about your rehoming enquiry.

To capture the information, we need when we take in a dog, to allow us to care for that dog and ultimately rehome it.

To provide you with aftercare services once you have rehomed an animal from us.

To conduct home visits to assess suitability as part of the rehoming process

To register new owners' details with microchip databases

To follow up with you about your enquiry

To process volunteers and foster carers data to effectively administer their close relationships with Arundawn and provide them with appropriate care and support

If you would like to find out more or ask us to stop processing your data in these ways, you can do this at any time by contacting us.

## Contractual Relationships

In some cases, we will be under a contractual obligation to provide you with goods and services, which means that we have to process your data in order to fulfil those obligations.

An example of this includes; if you are rehoming a dog from us.

## A Legal Obligation

Arundawn Dog Rescue are required to keep a record of your communication preferences, in accordance with the General Data Protection Regulation.

## Data Retention

We'll retain personal information for different periods of time depending on your relationship with Arundawn Dog Rescue.

For example, if you donate to us, we'll keep your financial information for up to seven years after your last interaction with us. If you rehome a dog, we'll keep details relating to your rehoming circumstances for 20 years (the upper limit lifetime of the dog).

If you decide you no longer wish to hear from us, we'll need to keep a note of that on our suppression list indefinitely.

If you'd like more information on our retention policy, please contact us.

## Data Storage

Wix is our website service provider. Wix's data storage providers are contractually committed to protect and secure our/your data. Wix adheres to the EU - US & to the Swiss-US Privacy Shield Principles, for further protecting and enhancing our users' privacy.

### Data Sharing

Arundawn Dog Rescue will not exchange or sell your personal information to another organisation for their own marketing purposes.

However, there are some situations where we may have to share your personal information with other organisations. An example could be sharing your details to reunite you with a lost animal via a Local Authority Dog Warden, or to update microchipping databases. In some cases, we may have to share data about you when requested to do so by statutory agencies, such as the police.

### Your Data Protection Rights

When Arundawn Dog Rescue is using your personal information based on your consent, you have the right to withdraw that consent at any time.

Presuming that these rights are not overridden by our legal obligations, or where our legitimate interests are not overridden by your rights and interests as an individual, you have the following data protection rights:

#### Right to be Informed

You have the right to be told how your personal information will be used. This policy document, and shorter summary statements used on our communications, are intended to be a clear and transparent description of how your data may be used.

#### Right of Access

You can contact us asking what information we hold on you and to request a copy of that information. From May 2018 we will have 30 days to comply once we are satisfied you have rights to see the requested records and we have successfully confirmed your identity.

#### Right of Rectification

If you believe our records are inaccurate you have the right to ask for those records concerning you to be updated.

#### Right to Restrict Processing

In certain situations, you have the right to ask for processing of your personal data to be restricted because there is some disagreement about its accuracy or legitimate usage.

#### Right to Data Portability

Where we are processing your personal data under your consent the law allows you to request data portability from one service provider to another. This right is largely seen as a way for people to transfer their personal data from one service provider to a competitor.

### Collection of Data Through Cookies

Arundawn like many websites uses cookies.

Cookies are small pieces of data saved on your computer or mobile device.

How do we use cookies

We use the following types of cookies:

(a) Essential cookies – these are required for the operation of our website and include, e.g. to enable you to log in to secure areas of the website.

(b) Analytic/performance cookies – they allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve our site, for example, by confirming that users are finding what they are looking for easily.

(c) Functionality cookies – these are used to recognise you when you return to our website so that we can personalise our content for you and remember your preferences.

(d) Targeting cookies – these record your visit to our website, pages you have visited and links you have followed. We may use this information to make our website and the advertising displayed to you more relevant to your interests and may share this information with third parties for this purpose.

Google analytics

This is common performance cookie that many websites use. They allow us to collect anonymous information about how you and other users use our website and helps us improve our website.

Disabling cookies

By using our website you consent to our use of cookies as updated from time to time and the cookies we use will be stored on your device (unless rejected or disabled by your browser). Internet browsers normally accept cookies by default. However, it is possible to set an internet browser to reject cookies. If you do not accept our use of cookies as set out in this policy, please set your internet browser to reject cookies. This may impair your ability to use our website so that some features may not work.

Changes to this policy and further information

We may update our use of cookies, and this policy, from time to time, so please check this policy regularly. If you want to delete or block any cookies, please refer to the help and support area on your internet browser for instructions on how to locate the file or directory that stores cookies. Information on deleting or controlling cookies is also available at [www.allaboutcookies.org](http://www.allaboutcookies.org)

**Filming and Photography**

Please note that Arundawn Dog Rescue may film or photograph participants, volunteers and spectators attending or taking part in events and use such footage or photographs. We do this in order to publicise the event for commercial and/or fundraising purposes including, but not limited to: advertising, publications, marketing material, merchandising, social media, and other media that may be made available to the public. Secondly, to enable our commercial partners to publicise their involvement and/or association with the event.

No personal details (including names) of any under 16-year-old participants will be used in any publicity materials without the written consent of their parent or legal guardian, but we may use images where children are incidentally included (for example, images of mass participation in the dog show audiences).

### Notification of Changes to this Privacy Policy

This Privacy Policy may change from time to time. For example, we will continue to update it to reflect new legal requirements. Please visit this website page to keep up to date with the changes to our Privacy Policy.

### What to do if you are not happy

In the first instance, please talk to us directly so we can help resolve any problem or query. You can reach Arundawn Dog Rescue via telephone on 07736 049390 or via email on [arundawndogrescue@btinternet.com](mailto:arundawndogrescue@btinternet.com) or by post at Elaine Barter, Arundawn Dog Rescue, 6 The Birches, Mannings Heath, Near Horsham, West Sussex, RH13 6JT.

You also have the right to contact the Information Commissioners Office (ICO) if you have any concerns about Data Protection using their help line 0303 123 1113 or at

### Contact us

If you have any questions about this Policy, or about how Arundawn Dog Rescue manages your data, please contact us:

Phone: 07736 049390

Email: [arundawndogrescue@btinternet.com](mailto:arundawndogrescue@btinternet.com)

Post: Elaine Barter, Arundawn Dog Rescue, 6 The Birches, Mannings Heath, Near Horsham, West Sussex, RH13 6JT