



ANIM-MATES PRIVACY POLICY

OVERVIEW

Maintaining the security of the data (personal information) that you give to us is a priority at Anim-Mates, and we are committed to respecting your privacy rights.

We pledge to handle your data fairly and legally at all times. Anim-Mates is also dedicated to being transparent about what data we collect about you and how we use it.

This policy provides you with information about:

- how we use your data;
- what personal data we collect;
- how we ensure your privacy is maintained; and
- your legal rights relating to your personal data.

Summary of our Privacy Policy

We respect your personal data which you give us.

We store it securely.

We will never sell or pass on your personal data to third parties.

We will delete it when you ask us to.

We may send you content we think is relevant or interesting to you but will stop contacting you if you ask.

We may use your data to contact you about information you request.

Anim-Mates recognises that your personal data belongs to you and we don't wish to use it in ways that you don't want us to.

You can ask us for a copy of the information we have about you.

You can ask us to correct any incorrect data we have about you.

You can ask us to delete your data.

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Anim-Mates is a registered animal rescue charity based in Ash, Kent.

Charity Reg No. 1098252

This policy sets out how we value your data and how we keep it safe in line with the General Data Protection Act (GDPR).

Data stored

We collect and store personal information (data) provided by our donators, Friends of Anim-Mates (our supporters) adopters of animals, persons who handover animals and our volunteers.

Personal data stored includes names, address, telephone numbers, email addresses, amount of donations, Gift Aid agreement and details of Anim-Mates animals.

We hold data in electronic and paper form.

Electronic data is secured by password protection, firewalls and security software.

Electronic information is only available to the following Anim-Mates personnel: Hon. Secretary, Hon. Treasurer, rabbit manager, cat manager.

Access to the data stored through Shelter Manager and Dropbox is strictly limited.

Data in paper form is stored by the Hon. Secretary, Hon Treasurer, cat manager, rabbit

manager and bookkeeper.

Information collected

We collected your information during our normal business to provide you with our services. The information we hold has been supplied directly by you either by phone, email, letter, Anim-Mates forms and face to face. No information we hold about you has been obtained from third parties.

We do not collect personal data relating to your age, date of birth, race, colour, creed, sexual orientation, health records, finances or any other data not necessary for us to hold in the normal course of our dealings with you. We do not knowingly collect information about anyone under the age of 18, unless given by their guardians.

Basis of holding information

Our lawful basis for holding this information is one of contract. We need basic information about you so that we can best provide you with our services.

Time limit on holding data

In the event of you not having any contact with us for a period of 7 years we will automatically remove your details from our records.

Your rights

We will supply you a list of the personal data we hold about you on receipt of a written request and clear instructions of how we are to communicate this information to you. We will endeavour to do this within two weeks where possible.

You have the right to ask us to delete or correct all or some of the personal data we hold.

In the event of you not being happy with the way we are holding your personal data you have the right to make a complaint to the Information Commissioner 's Office (ICO) and their web site provides information about how to do that at www.ico.org.uk

Anim-Mates responsibilities

We treat the retention of your personal data very seriously and use robust but proportionate methods to protect it. In the event of a data breach we will inform you as soon as possible of us becoming aware of it.

If we consider that such a breach is likely to result in damage to a person's reputation, financial loss, loss of confidentiality or major financial or social disadvantage or affect the rights and freedoms of individuals then we shall report this to the Information Commissioner's Office (ICO).

Anim-Mates Website

The Anim-Mates website (www.anim-mates.org.uk) does not collect cookies. This means we cannot collect or retain any information about our visitors.

For your convenience, we may provide links to other websites that we do not control. We cannot be responsible for the privacy practices of any websites not under our control and we do not endorse any of those websites, the services or products described or offered on such sites or any of the content contained on those sites.

Review

This policy will be reviewed regularly. Latest review: May 2018

The Anim-Mates ICO Registration Number is ZA338559

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