



## O.U.R Dog Foundation: Privacy Policy

We ask that you read this Privacy Policy carefully as it contains important details about what personal data O.U.R Dog Foundation (also referred to as "we," "us" or "our") collects and processes when you use our service, including the choices we offer you to access, maintain and control it.



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# 1. Your Personal Data

1.1. When you register your interest in a dog or fill out an adoption form, we will collect and process your personal data, supplied by you, in order to be able to provide a service to you.

Below is a table to inform you clearly of:

- What personal data we may collect;
- The purposes for processing;
- The lawful basis for processing.

Data Collected	Purpose for Processing	Lawful Basis of Processing
Email Address	<ul style="list-style-type: none"> <li>• To manage the adoption process.</li> <li>• To contact you about potential dogs, our services and fundraising.</li> <li>• To provide an external transportation service upon a successful adoption.</li> </ul>	Consent and legitimate interest
Name	<ul style="list-style-type: none"> <li>• To manage the adoption process.</li> <li>• To contact you about potential dogs, our services and fundraising.</li> <li>• To provide an external transportation service upon a successful adoption.</li> </ul>	Consent and legitimate interest
Occupation	<ul style="list-style-type: none"> <li>• To manage your adoption application registration.</li> </ul>	Consent and legitimate interest
Address	<ul style="list-style-type: none"> <li>• To manage the adoption process.</li> <li>• To provide an external transportation service upon a successful adoption.</li> </ul>	Consent and legitimate interest
Publishing Data i.e. your posts and comments on our website or social media channels.	<ul style="list-style-type: none"> <li>• To enable the publication of comments, reviews and posts on our website and social media channels.</li> </ul>	Consent and legitimate interest
Name and Type of Workplace	<ul style="list-style-type: none"> <li>• To manage your adoption application registration.</li> </ul>	Consent and legitimate interest
Date of Birth	<ul style="list-style-type: none"> <li>• To manage your adoption application registration.</li> </ul>	Consent and legitimate interest

Data Collected	Purpose for Processing	Lawful Basis of Processing
Phone Number	<ul style="list-style-type: none"> <li>• To manage the adoption process.</li> <li>• To provide an external transportation service upon a successful adoption.</li> </ul>	Consent and legitimate interest
Copies of Proof of Identity & Address Documentation	<ul style="list-style-type: none"> <li>• To manage your adoption application registration.</li> </ul>	Consent and legitimate interest

1.2 Where legitimate interest is the lawful basis of processing your personal data, the legitimate interests we are pursuing are as follows: -

- Providing you any services you have expressed an interest in;
- Analysing your data to better assess your adoption suitability;
- Sending you information about our service and fundraising;
- Conducting surveys about our service;
- Investigating and responding to any comments or complaints that you may send us;

## 2. Sharing Your Personal Data

- 2.1. We will disclose your personal data to our volunteer members to enable them to process your data.
- 2.2. Your personal data may also be disclosed to other rescue organisations and external transportation agencies to enable them to process your personal data on our behalf.

## 3. How We Protect Your Personal Data

3.1. We have put in place a number of security procedures to safeguard your personal data. These measures are reviewed regularly and updated when necessary.

Examples of procedures:

- We train and take steps to ensure our volunteer members operate in accordance with security procedures.
- We have password protection measures in place to protect against unauthorised access, use, destruction or disclosure of data.

3.2. We will use all reasonable efforts to safeguard your personal data. However, you should be aware that the use of the Internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data which is transferred from you or to you via the Internet.

## 4. Your Rights Under Applicable Data Protection Law

4.1. Your rights in respect to how we process your personal data are set out in the table below. Please note that some of these rights only apply in certain circumstances.

Your Rights	Information Commissioner's Office (ICO) Guidance
The right to be informed about the collection and use of your personal data.	<a href="https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/">https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/</a>
The right to have inaccurate personal data rectified or completed if it is incomplete.	<a href="https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-rectification/">https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-rectification/</a>
The right to have your personal data erased in certain circumstances.	<a href="https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-erasure/">https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-erasure/</a>
The right to object to the processing of personal data in certain circumstances.	<a href="https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-object/">https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-object/</a>
The right to request the restriction or suppression of your personal data	<a href="https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-restrict-processing/">https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-restrict-processing/</a>
The right to access your personal data.	<a href="https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/">https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/</a>
The right to obtain and reuse your personal data for your own purpose across different services.	<a href="https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-data-portability/">https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-data-portability/</a>
The right to lodge a complaint with a supervisory authority. In the UK, this is the Information Commissioner's Office.	<a href="https://ico.org.uk/for-the-public/raising-concerns/">https://ico.org.uk/for-the-public/raising-concerns/</a>

- 4.2. We respect and value your right to access and control your data. You can exercise your rights, subject to appropriate identity verification procedures by contacting our team via email.
- 4.3. We take your rights seriously and want you to feel confident that we are handling your personal data responsibly and in line with good practice. You can seek further information, or raise a concern to us via email.

## 5. Data Retention

- 5.1. We retain personal data for as long as we reasonably require it for adoption or aftercare purposes. When determining data retention periods, we take into consideration applicable laws, contractual obligations and the expectations and requirements of our customers. When we no longer need personal data, we securely delete or destroy it.

## 6. Your Consent

- 6.1. By using or interacting with our service, or by signing up to fundraising, you are consenting to:
  - the transfer of your data outside of the country where you live;
  - the collection, use, sharing, and other processing of your information as described in this Privacy Policy.
- 6.2. In each case, you consent to the processing of data by O.U.R Dog Foundation., as data controller. If you don't agree with the terms of this Privacy Policy, then please don't use our service.

## 7. How do we use social media?

- 7.1. We may use social media and social networking services for promoting our business, communicating with you and supporting a community of previous adopters. In order to do this, we require the use of third party service providers, such as Facebook and Instagram.
- 7.2. Our social media pages, groups, feeds and channels are administered by these third parties:
  - Our Facebook page is administered by Facebook, in accordance with Facebook's Data Policy available here, and is accessible by Facebook users who have already consented to Facebook's Data Policy.
  - Our Instagram account is administered by Instagram in accordance with Instagram's Privacy Policy available here.
- 7.3. We may message you directly through social media when you contact us through these platforms. Our lawful basis is that of consent..

- 7.4 We may export your social media profile information or content (such as your name or social media username) to other legitimate rescue organisations if there is a reasonable need to do so. Our lawful grounds are based on legitimate interests.

## 8. Changes to this Policy

- 8.1. We keep this policy under regular review. If we change the content of our Privacy Policy we will post the changes on our website and social media channels.