



## General Data Protection Regulation 2018 (GDPR) Data Protection Privacy Statement Easier to Read Version

### Protecting Your Privacy

On the 25th May 2018 the European data law, known as GDPR was changed.

To make sure we follow the law we have updated our Privacy Policy.

Our new policies provide clear information on how we handle, store and protect your personal data.

### Protecting Your Privacy Statement

#### Consent

In specific situations, we can collect and process your data with your consent.

When collecting your personal data, we will always make clear to you which data is necessary in connection with a particular service.

#### Contractual obligations

In certain circumstances, we need your personal data to comply with our contractual obligations to provide a service. For example:

- If you book onto a training course
- If you become a volunteer
- If you book your dog in for walking or daycare services

## Legal compliance

If the law requires us to, we may need to collect and process your data.

For example:

- Health and safety
- Safeguarding

## Legitimate interest

In specific situations, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our business and which does not materially impact your rights, freedom or interests.

## Your right to withdraw consent

Whenever you have given us your consent to use your personal data, you have the right to change your mind at any time and withdraw that consent. However, we will still be required to hold your information under contractual obligations if you have used our services, for example:

- For safeguarding purposes
- For financial reasons

## What sort of personal data do we collect?

1. All customers use an application form to apply for training, volunteering, dog walking, dog daycare, jobs and other opportunities and services.

These ask for all basic information, like name, address, email, telephone number.

2. We also ask all staff, trainees and volunteers for their date of birth, photograph and next of kin for our emergency procedures.
3. We keep records to monitor the safety and wellbeing of all SPPOT staff, trainees and volunteers.

### What sort of personal data do we store?

1. Customer data as above, that we store until people leave SPPOT.
2. Other professionals share personal data with us, that we must store securely. For example: social worker referrals.

We know how much data security matters to all our customers. We will treat your data with the utmost care and take all appropriate steps to protect it.

Access to your personal data is password protected when held in cloud-based software or secured in a locked cabinet.

The systems used for processing and storing your data are password protected and encrypted.

### How long will we keep your personal data?

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected.

At the end of that retention period, your data will either be deleted completely or anonymised, for example by aggregation with other data so that it can be used in a non-identifiable way for statistical analysis and business planning.

Some data can not be deleted, for example, information relating to safeguarding, where there is a legitimate and legal reason to do so.

#### 4. Communication and Marketing Preferences

I hereby give consent to SPPOT for my personal data to be processed in accordance with the General Data Protection Regulations (GDPR) and in relation to the purposes described in Section 1 of this document.

Occasionally, SPPOT may send you marketing/promotional communications via email, telephone, SMS or the post. Recipients will be carefully selected, and information will only be sent where we feel it to be appropriate.

Please indicate YES or NO below:

I/We wish to opt IN to receiving communications or marketing material:  
YES/NO

If you consent to SPPOT contacting you for this purpose, please tick to say how you would like us to contact you:

Post

Email

Text message (SMS)

Telephone

Should you wish to notify us electronically, please email us or SPPOT login and amend your preferences accordingly.

Your Consent

Name:

Relationship to SPPOT

Signed:

Date:

Your spouse, partner, relevant other

Name:

Relationship to SPPOT

Signed:

Date: