

# Home Counties Boxer Welfare – Data privacy policy

## About this policy

This policy explains when and why we collect personal data from our fosterers, members, volunteers, sponsors, donors, people who adopt our dogs and people who relinquish dogs into our care; how we use it and how we keep it secure and finally your rights in relation to it.

We may collect, use and store data from you as described within this policy.

We reserve the right to amend this policy from time to time without prior notice. The latest version will be shown on our website [www.hcbw.org.uk](http://www.hcbw.org.uk) where you are able to check the terms.

We will comply with the General Data Protection Regulation [GDPR] when dealing with your personal data. Further details about GDPR are available on the website for the Information Commission at [www.ico.gov.uk](http://www.ico.gov.uk). For the purposes of GDPR we are the controller of all personal data we hold for you.

## *Who are we?*

We are Home Counties Boxer Welfare, a registered charity in the UK. Registration Number 1006246. Our registered office is Fourways, Sandley, Gillingham, Dorset SP8 5DZ. E-mail contact is [enquiries@hcbw.org.uk](mailto:enquiries@hcbw.org.uk)

## *What information we collect and why.*

<b>Information we collect from fosters, and people adopting our dogs</b>	<b>Purpose</b>	<b>Notes</b>
Names, addresses, contact details including phone and e-mails, Completed home check forms and photographs of the dogs which may include background images of the home. Completed adoption or foster forms.	To enable us to continue to have oversight of the dogs placed in the home for the duration of the dogs life, in accordance with our adoption/fostering policies. To communicate whether by phone, mail or e-mail as necessary regarding the welfare of the dog	

<b>Information we collect from people relinquishing dogs into our care</b>	<b>Purpose</b>	<b>Notes</b>
Names, addresses, contact details including phone and e-mail. Completed relinquishment forms and photographs of dogs which may include background images of the home, Dog assessment forms	To enable us to manage the rehoming of the dog[s] with access to all the relevant information necessary for this purpose, to retain contact where necessary for information relevant to the ongoing welfare of the dog and to retain communication lines to update a former owner where necessary.	

Information we collect from members, volunteers, sponsors, donors	Purpose	Notes
Names, addresses, contact details including e-mail and phone numbers	To maintain a register of the charity supporters to enable communication regarding the annual Newslink magazine, about events and on an individual basis to make contact to organise home check visits, follow up visits to people seeking to rehome one of our dogs.	We will regularly seek updated consents through the completion of annual membership forms.

We will also hold details of members bank account details where they have been supplied to us in connection with standing order, bank transfers, direct debits made for the purpose of supporting the charity.

We will also maintain a note of the names and addresses and contact details of boarding kennels, veterinary practices and other concerns with whom we regularly have contact.

*How we will protect your data*

The information is kept on a secure database, supplied by **AniLog** Animal Welfare Management Software, [www.anilog.co.uk](http://www.anilog.co.uk) with password protected access.

Access to the site is restricted to the charity trustees only and we do not transfer or sell any information to any other body or concern. We share details of names and addresses of potential adopters and fosterers with our volunteers for the sole purpose of home check visits and will firstly have secured the agreement of the applicant before arranging the visit.

For monies paid to us on line we shall use bank transfers to our bank current account, via paypal to our account 'fundraising@hcbw.org.uk' or via virgin money.

*How long will we keep your data?*

We will retain your data on line for as long as you have a connection with HCBW in any capacity eg member or volunteer, Where you are a relinquisher of a dog or an adopter/fosterer of a dog we shall keep your records for the life time of the dog .

*Your rights*

GDPR affords you the right

To access your data

To be provided with details of how your personal data is processed

To have your personal data corrected

To have your personal data erased in certain circumstances

To restrict or object to how your personal data is processed

To have your personal data transferred to you in certain circumstances

All Access Requests must be made in writing to the secretary, HCBW at 27 Leam Terrace, Leamington Spa CV31 1BQ or e-mail [Lorraine.harvey@hcbw.org.uk](mailto:Lorraine.harvey@hcbw.org.uk). We aim to respond within one month.