

NFDOG DATA PRIVACY POLICY

Your privacy is important to us. Please read this policy to understand how we may collect information from you, what we may do with that information and what choices you can make about the way in which your information is treated.

1. Who we are

- 1.1 We are the New Forest Dog Owners Group ("NFDOG"). We can be contacted at: NFDOG, Membership Secretary, 5 Racecourse View, Lyndhurst, SO43 7AQ, email mail@newforestdog.org.uk phone 07775252640.

2. About this Policy

- 2.1 This policy explains when and why we collect personal information about members/donors/ambassadors, how we use it and how we keep it secure and your rights in relation to it.
- 2.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 2.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website www.newforestdog.org.uk regularly for any amendments (amendments will not be made retrospectively).
- 2.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

3. The information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name and address. email address and telephone number may be held at member's option	Managing the member's membership of NFDOG and administering the LostDog service where requested	For the performance of NFDOG's contract with the member.
Photos and videos of members.	Putting on NFDOG's social media pages and using in press releases.	Consent. We will seek the member's consent on each occasion that an image or video might be used.
Name, e-mail address and telephone number of specific NFDOG committee members	Information published on NFDOG website or other communications	For the purposes of our legitimate interests in operating and promoting NFDOG.
Bank account details of member or other person making payment to NFDOG	All cheques and forms require to be passed to appropriate banks to effect payment to NFDOG	For the performance of NFDOG's contract with the member
Ambassador's name, address, email address and telephone numbers	Managing our ambassador scheme and information shared with members.	For the purposes of our legitimate interests in operating and promoting NFDOG.

4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the United Kingdom without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Others who may receive or have access to your personal data

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraphs 5.2 and below.
- 5.2 We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to send you mailings). We do this for the purpose of our legitimate interests in operating NFDOG. However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. It is possible that third parties may themselves engage others (sub-processors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used for their own purposes.

6. How long we keep your personal data for

- 6.1 We will hold your personal data on our systems for as long as you are a NFDOG member/donor/ambassador and for as long afterwards as it is in NFDOG'S legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

- 7.1 You have rights under the GDPR:
 - (a) to access your personal data
 - (b) to be provided with information about how your personal data is processed
 - (c) to have your personal data corrected
 - (d) to have your personal data erased in certain circumstances
 - (e) to object to or restrict how your personal data is processed
 - (f) to have your personal data transferred to yourself or to another business in certain circumstances.
- 7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner: <https://ico.org.uk/concerns/> 0303 123 1113.

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to mail@newforestdog.org.uk