

# Paws For Support



## PAWS FOR SUPPORT PRIVACY POLICY (Data Protection)

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Signed by	
Links to other policies:	

# Paws For Support - Privacy Policy

This document is a Privacy Notice which describes how we collect and use personal information about you during and after your relationship with us, in accordance with the General Data Protection Regulation (GDPR)(EU) 2016/679 and The Data Protection (Bailliwick of Guernsey) Law, 2017 (as may be amended or repealed from time to time).

Paws For Support is committed to protecting the privacy and security of your personal information. For the purposes of this Privacy Notice we will describe the Paws For Support as "PFS". We are responsible for deciding how we hold and use personal information. We are required under data protection legislation to notify you of the information contained in this privacy notice.

## **Data Protection Principles**

We will comply with the relevant data protection laws. This means that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited to what is necessary for those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary.
- Kept with appropriate security.
- The kind of information we hold about you
- Personal data, or personal information, means any information about an individual from which that person can be identified.
- Professionally destroyed when no longer required.

We may collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers and personal email addresses.

## **How is your personal information collected?**

We typically collect personal information about you with your consent through our membership procedures either directly from you as you complete our forms and details included on your dog's vaccination documents or Titer test certificate.

## **Situations in which we will use your personal information**

We need the information in the list above to allow us to perform our duties of the running of the PFS and to enable us to comply with our regulatory obligations. Examples of the situations in which we will process your personal information are listed below. We have indicated the purpose (or purposes) for which we are processing (or will process) your personal information, as well as indicating the categories of data involved.

During the course of our relationship, we may:-

- Where we are compelled, or permitted to do so by law, disclose your personal information to law enforcement agency or regulatory body.
- Disclose your personal information as required to the any local or UK organization who PFS are working with.
- Maintenance of Membership records, training records/training logs and dog vaccination records.
- If you have a question, complaint or general enquiry about anything relating to the PFS, we will keep a copy of the correspondence together with any relevant details that will enable us to deal with the matter satisfactorily.

## **Data sharing**

Exceptionally, we may have to share your data with third parties, including third-party service providers where required to do so by law and/or where it is necessary to provide the services you have requested from us. We require third parties to respect the security of your data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes.

'Third parties' includes third-party service providers. The following are examples of the types of activities that may be carried out by third-party service providers:

- Insurance cover
- Legal advice
- Banking services
- Enhanced Data Barring Services (DBS)

## **Data security**

The personal data that the PFS holds is limited. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Details of these measures may be obtained from the PFS Trustees.

## **Data retention**

We will retain your personal information only for as long as necessary to fulfil the purposes we collected it for. The length of time we retain your personal information depends on:

- the purposes for which we collected your personal data.
- any legal or regulatory requirement we may have to meet.

## **Your duty to inform us of changes**

We are committed to retaining the accuracy of your personal information for as long as it is being used for the purposes set out in the policy, and provided that you keep us up to date. Prompt notification of any changes, such as your address, email address or telephone number, will help us provide you with the best possible service. Should you discover, upon review of your personal information, that amendments are required, please advise us immediately. You will be required to complete renewal membership forms annually.

## **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- Request access to your personal information. This enables you to receive a copy of the personal information we hold about you.
- Request correction of the personal information that we hold about you.
- Request erasure of your personal information.
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation that makes you want to object to processing on this ground.
- Request the restriction of processing your personal information.
- Request the transfer of your personal information to another party.
- If you want to review, verify, correct or request erasure of your personal information, subject to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the PFS Trustees in writing.

## **No fee usually required**

You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the requests that we deem unfounded or excessive.

## **Right to withdraw consent**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the PFS Trustees in writing.

## **Changes to this Privacy Notice**

This Notice does not form part of any contract to provide services. We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

## **Supervisory Authority**

You have the right to make a complaint at any time to Guernsey's supervisory authority for data protection issues:

The Office of the Data Protection Commissioner

Guernsey Information Centre

Block A

Lefebvre Court

Lefebvre Street

St Peter Port

Guernsey

GY1 2JP

Telephone: +44 1481 742074

Email: [info@odpa.gg](mailto:info@odpa.gg)