



Registered Charity Number: 205345

Privacy and Data Protection Policy

Our contact details

Name: Animal Samaritans
Address: PO Box154, Welling, Kent, DA16 2WS
Phone Number: 0203 745 9859
E-mail: info@animalsamaritans.org.uk
Website: www.animalsamaritans.org.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Details of pets which have been re-homed, fostered or adopted, including their medical records, if available.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have signed over your pet(s) to enable us to re-home it/them with an appropriate new owner.
- You have adopted a pet(s) which were signed over to us for re-homing.
- You have been given financial assistance with the cost of pet food and/or veterinary costs.

How we use your personal information

- For accounting purposes.
- To enable us to deal with updating microchip records and answering queries if a pet is found, to enable the pet to be returned to you.
- We do not share this information with 3rd parties.
- We do not use this information for marketing or promotional purposes.

Your consent

You can remove your consent at any time. You can do this by contacting the Hon. Secretary at the contact postal or email address or telephone given above.

We collect your contact details, pet details, any medical and veterinary records and keep them on a spreadsheet.

How we store your personal information

Your information is securely stored.

We keep the information you have given on the Release or Adoption Form for six years. We will then dispose your information by deleting the information from the spreadsheet.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us by post: PO Box 154, Welling, Kent, DA16 2WA, by telephone: 0203 745 9859; or by email: info@animalsamaritans.org.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at PO Box 154, Welling, Kent, DA16 2WA, by telephone: 0203 745 9859; or by email: info@animalsamaritans.org.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>