

# Privacy Notice

The European Union General Data Protection Regulation (GDPR) is a set of rules about how companies and organisations should process personal data. GDPR lays out responsibilities for organisations to ensure the privacy and protection of personal data and provides you with certain rights.

We are committed to respecting your privacy and keeping your personal information safe.

This privacy notice tells you what to expect when Fforest Uchaf Horse & Pony Rehabilitation Centre /The Pit Pony Centre collects your personal information.

We do not collect sensitive personal information about our volunteers or members of the public.

## Who we are

This privacy notice covers all personal data that is collected by Fforest Uchaf Horse & Pony Rehabilitation Centre /The Pit Pony Centre, charity number 1002933. We are registered as a Data Controller with the Information Commissioners Office under the Data Protection Act 1988.

## What information we collect about you

We may collect personal information about you when you:

Sponsor a pony

- ask about our activities
- register with us for information
- sign up for publications or newsletters
- volunteer or fundraise for us
- pledge or make a donation or sign up for an event
- rehome, adopt or foster an animal from us
- telephone, write, contact us online or text us or otherwise provide us with your personal information.

This can include information such as your name, email address, postal address, telephone number, mobile number or bank account details so we can process donations, or information as to whether you are a taxpayer to help us to claim gift aid.

## How we may use your information

We will not rent, swap or sell your personal information to other organisations for them to use in their own marketing activities. The legal basis that we rely on for processing your data will depend upon the circumstances in which it is being collected and used, but will in most cases fall into one of the following categories:

- where you have provided your consent to allow us to use your data in a certain way
- where the processing is necessary to carry out a contract with you
- where the processing is necessary in order for us to comply with a legal obligation
- where it is in our legitimate interests to perform our functions, for example, processing donations or sending you administrative communications where our legitimate interest is to raise funds and to deliver our charitable purposes

## Access to your information

Under GDPR you have several rights to request access to your personal data that we store. We may make a small charge for this service. You have the following rights:

### **Right to access**

You have the right to request access to your personal data to verify the lawfulness of the processing.

### **Right to rectification**

You have the right to request inaccurate personal data rectified or completed if it is incomplete.

### **Right to Erasure or 'Right to be forgotten'**

You have the right to request that personal data is erased.

### **Right to restrict processing**

You have the right to request that your personal data is stored but not processed

## **Right to data Portability**

The right to data portability gives you the right to receive personal data you have provided to a controller in a structured, commonly used and machine-readable format.

## **Right to Object**

You have the right to object to the processing of your personal data

If you would like to request access to your data or simply want to let us know when your details have changed then you can contact us in the following ways:

- call us on 01443 480327
- email [roy@pitponies.co.uk](mailto:roy@pitponies.co.uk)
- write to Fforest Uchaf Horse & Pony Rehabilitation Centre /The Pit Pony Centre, Fforest Uchaf Farm, Maendy Road, Penycoedcae, Pontypridd. CF37 1PS. We will respond to all data access requests as soon as we possibly can and the GDPR requires us to respond within one calendar month.

## **Legal requirements**

We may disclose your personal/sensitive personal information when required to by law, for example, to HMRC for tax purposes or to police forces for the prevention or detection of crime. Further, we safeguard the sharing of such information by using formalised information sharing agreements with organisations where appropriate, or on an ad hoc basis after ensuring the request and disclosure are legally compliant. When we conduct prosecutions, we may publish the identity of the defendant in court alerts and press statements.

## **Rehoming an animal from us**

When you apply to rehome an animal from us, we'll need to share personal information such as your name, address and telephone number, to enable a home visit by one of our volunteer home-visitors.

We try to make sure that all animals are passported when they're rehomed from us; this is a legal requirement in relation to horses. We will share your personal information with a passport/microchip company in case your animal goes missing.

## **Volunteers and job applicants**

If you apply for a job with us or volunteer, we'll hold the personal information you provide to process your application.

We may undertake monitoring of recruitment statistics, in line with employment and data protection law. If we need to disclose information to a third party, we will not do so without asking you beforehand unless the disclosure is required by law. For example, if we need to take up a reference, or obtain "disclosure" from the Disclosure & Barring Service.

If you apply to work with us we'll only hold your data for the purposes of that application. We won't hold your personal information for any longer than is necessary for the purposes of that application.

For the purposes of keeping a register of current volunteers. Further, your personal information will be held and processed so that we can contact you about future volunteering opportunities. We'll only hold information relating to the nature of your voluntary work and we'll delete it in accordance with our retention policies.

## **Visitors to our website**

When someone visits [www.rspca-radcliffe.org.uk](http://www.rspca-radcliffe.org.uk), we use third party services, Google Analytics and Facebook Pixel, to collect standard internet log information and details of visitor behaviour patterns.

We do this to find out things such as how our website was accessed, and the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google Analytics or Facebook Pixel to make, any attempt to find out the identities of those visiting our website. If we do want to collect personal information through our website, we will make this clear and explain what we will do with it.

## **Cookies**

We use cookies to help us make our website better. Cookies are small text files that sit on your device so that our website will remember you.

### **Why do we use cookies?**

We use first party and third party cookies for several reasons. Some cookies are required for technical reasons in order for our Websites to operate, and we refer to these as “essential” or “strictly necessary” cookies.

### **Essential website cookies:**

These cookies are strictly necessary to provide you with services available through our Websites and to use some of its features, such as access to secure areas. These cookies are also used to keep track of your use of our Website and to identify your user session.

### **How to refuse:**

Because these cookies are strictly necessary to deliver the Websites to you, you cannot refuse them. You can block or delete them by changing your browser settings however, as described below under the heading “How can I control cookies?”.

### **How can I control cookies?**

You have the right to decide whether to accept or reject cookies.

You can set or amend your web browser controls to accept or refuse cookies. If you choose to reject cookies, you may still use our website though your access to some functionality and areas of our website may be restricted. As the means by which you can refuse cookies through your web browser controls vary from browser to browser, you should visit your browser’s help menu for more information.

### **Passwords**

Where we have given you (or where you have chosen) a password which enables you to access certain parts our website, you are responsible for keeping the password confidential. You agree not to share that password with anyone else.

### **Information security**

We ensure your data is kept secure by using up-to-date security features and procedures and we respect the privacy of all visitors to our website.

## **How long do we keep your data?**

### **Financial**

Financial records – 6 years plus the current

VAT records – 6 years plus the current

Other tax records – 7 years after year end (this in effect means 8 years). The records need only be those that support the accounts and can be kept with HM Revenues & Customs permission in other formats such as micro film etc

### **Legal Contracts**

Contracts – 6 years from expiry

Deeds – 12 years (except property deeds, which should be kept indefinitely)

Legal and property records (Inc. property deeds) – indefinitely.

### **HR Records**

Personal records – the Data Protection Act 1998, Fifth Principle, should apply which states that “Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.”

### **Minutes**

Trustee minutes – for as long as the organisation exists (these can be scanned and stored electronically)

### **Animal Forms**

Animal acceptance Form – 2 years

Adoption Records – 2 years

We will check our hard copy and electronic files every 6 months. Any data or records which are found to be outside of the retention periods detailed above will be destroyed. Paper copies will be removed from files and securely shredded. Electronic data will be deleted and then checked to make sure it has also been permanently deleted from a Recycle Bin/Trash facility. This process will be carried out by the chairman of the trustees.