



Dog Aid Society of Scotland
60 Blackford Avenue, Edinburgh, EH9 3ER
www.dogaidscotland.com

Dog Aid Society of Scotland Privacy Policy

This privacy policy sets out to show how the Dog Aid Society of Scotland (the “Society”) uses and protects any information that you provide us when you visit our website (www.dogaidscotland.com), become a member of the Society or use any of the following services (the “Services”):

- Relinquishing a dog to the Society for re-homing;
- Re-homing a Society dog;
- Neutering scheme;
- Veterinary Aid scheme;

The Society is the data controller in respect of personal information collected from you and is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, or in order for us to be able to provide you with a Service, you can be assured that it will only be used in accordance with this privacy policy.

The Society may update this policy from time to time. If we make any major or unforeseeable changes to the way in which we plan to use your personal information, we will update this policy and inform you as soon as reasonably practicable. This policy is effective from 25 May 2018.

What we collect

We may collect the following information from the website:

- name and job title;
- contact information including email address and telephone number;
- demographic information such as postcode;
- other information relevant to our services; and
- lifestyle details, for example whether you have any children, information about dogs owned, your vet’s details, information about the property you live in.

In addition, in order to provide you with certain of our Services, we require you to provide additional information as requested on the application form for the particular Service requested. This may include, but is not restricted to:

- details of your income;
- where applicable, details of any benefits and proof to show you are still in receipt of these (in order to check your eligibility for the Service);
- any details of your personal circumstances relating to your suitability to re-home a Society dog; or
- donations or payments made by you to the Society alongside any Gift Aid declarations.

Where you are applying to re-home a Society dog, we will ask for details of any previous convictions or offences relating to an animal. We require this information to assess your suitability for re-homing a dog and will not use it for any other purpose or share it with any third parties. We will only process information relating to criminal convictions with your explicit consent and while you are not obliged to provide us with this information, we will be unable to process your application to re-home a dog if it is not disclosed.

Tel: 0131 668 3633 | Fax: 0131 668 1063
Email: enquiries@dogaidscotland.com



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What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping and accounting purposes.
- We may use the information to improve our products and Services.
- We may periodically send updates on our work, fundraising mail, or other information which we think you may find interesting by post using the postal address you have provided, or by e-mail where you have consented to be contacted electronically for marketing purposes
- Dependent on the Service you require from the Society, we may share your information with:
 - Veterinary Surgeon- This will be the Vet that you have specified you will use for the dog.
 - Microchip Register Company- When re-homing or relinquishing a dog, the Society will update the details.
 - Society's Accountant- If you receive financial assistance from the Society, the invoice may contain your name and address, all invoices are passed to the accountant for the purposes of preparing and auditing the Society's annual accounts.
- We will not share your information with any other third party unless by prior agreement with you. Your information will not be transferred outside the United Kingdom.

Your information is processed for the above purposes on the grounds that this processing is necessary for the day-to-day operation of the business of the Society and for the delivery, administration and promotion of our services, which are legitimate interests of the Society. The exception is e-mail and telephone marketing and we will only contact you via either of these methods when we have obtained your specific consent to do so.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How long we keep personal information

We retain personal information for as long as we reasonably require it for legal or business purposes. Where you have applied for one of our Services, your application form will be kept for a period of at least 12 months following completion of the Service concerned. If you have re-homed a Society dog, your information will be kept for the duration of the dog's life.

The Dog Aid Society takes into consideration local laws, contractual obligations, and the expectations and requirements of our supporters and service users. When we no longer need personal information, we securely delete or destroy it.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. If you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its

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operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at secretary@dogaid society.com. To opt out of email marketing, you can use the unsubscribe link found in the email communication you receive from us;
- If you are unhappy with any of the purposes for which we are processing your information, you have the right to object to a specific use.
- If you are not satisfied with how the Society manages your personal data, you have the right to make a complaint to the relevant supervisory authority. The supervisory authority for the UK is the Information Commissioner.

You have the following further rights in respect of your personal information:

- The right to request access to details of personal information which we hold about you upon receipt of proof of identity and sufficient information about your interaction with us so we can locate the relevant data. You may also request a copy of the data being processed;
- The right to seek rectification of any personal information which we hold about you which you believe to be incorrect; and
- The right to request erasure of the copy of your personal information where it is no longer required in relation to the purposes for which it was collected.

Please write to us at 60 Blackford Avenue, Edinburgh, EH9 3ER or contact the Society's secretary on secretary@dogaid society.com with any requests in relation to the above rights.

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