



Cheadle & District Animal Welfare Society

Registered Charity 1039350

Privacy Policy Statement

This policy statement describes how Cheadle & District Animal Welfare Society collects and processes personal data and information for the purpose of establishing and maintaining the work of the Society.

The type of personal data and information collected and processed includes:

- names, telephone numbers, postal and email addresses of persons:
 - adopting animals,
 - consenting to Gift Aid,
 - taking part in fundraising activities,
 - volunteers including dog walkers.

Cheadle & District Animal Welfare Society will process personal data and information as follows:

- In a fair and lawful manner
- Only for the purposes for which it is collected
- In a manner that is adequate, relevant and not excessive for the purpose
- Data is stored as computer files, email records and/or as paper records
- It will not be kept longer than is necessary for the purpose:
 - Animal adoption information for 10 years
 - Gift Aid forms for 6 years
 - Persons taking part in independent fundraising events for 12 months
 - Dog Walkers until the cessation of their involvement.
- It will be kept as secure as possible
- It will be processed only by those personnel who have a need to know the same
- No personal data is sold or shared with third parties unless it is requested by law enforcement agencies with regard to the prevention and/or detection of crime.

Individuals adopting animals will have a copy of the data which is held about them and will be able to correct the information if it's wrong. Everyone for whom data is held can ask to see and amend that data at any time

No one will be contacted unless they have given specific consent to receive such information.

April 2018

To be reviewed April 2019