



LABRADOR WELFARE

Office: 2 Tapton Crescent Road, Sheffield S10 5DA T:0114 266 1756

E: enquiries@labradorwelfare.org

Registered Charity Number 1012192

Rehoming Labradors since 1989

Privacy Policy

Introduction

Labrador Welfare takes the privacy of our users and volunteers seriously. This document explains how we collect and use information that we collect about you. We will always take all reasonable steps to ensure that your information is safe. This document sets out how and why we collect and store your information

By providing us with your personal information you consent to the collection and use of any information you provide in accordance with this policy. The policy may be updated from time to time so please check it regularly.

If you have any queries please contact us at enquiries@labradorwelfare.org

Who we are

Labrador Welfare is a small not for profit charity tasked with Rehoming dogs of the breed known as Labrador Retrievers within the UK. We are a registered charity (No 1012192) and are recognised by the British Kennel Club as a breed Rehoming organisation

What information we collect and what we use it for

We only collect information from people who are involved with us ie:

- You have asked us to rehome your Labrador
- You want to adopt a Labrador from us
- You are a member of Labrador Welfare
- You are a member of our 100 Club
- You wish to help us by completing home visits, helping with fund raising or making a donation
- You have contacted us in any other way.

The information we collect will include the following but this is not a conclusive list

- Your name, address, contact phone numbers, email address. How you wish us to contact you in the future.
- Gift aid status which is required if you wish us to collect gift aid on your donations
Any correspondence you have with us
- Photographs/videos you send us relating to the work we do and of your dogs.

The information will be used to:

- Provide you with the service you require (Rehoming, adopting, membership, general information about our work)
- Advise you of our fundraising activities and campaigns
- Acknowledge donations and gifts
- Send out copies of our Newsletter and other updates on our work Contact you about home visits you may have offered to do.
- Any fundraising events we may be attending if you have offered to help

If you need to contact us we have made it as easy as possible for you to do so whether by mail to our office address, by email or by phone. You should also contact us by any of these methods if you wish to change the way you wish us to contact you or if you wish to cease contact all together

Who we share your information with

We do not share or sell personal details to any third party for the purpose of marketing.

We will only share your personal details with one of our sister charities (i.e. Another Labrador Rehoming group) if we feel that they are the best people to help you. We would always ask your permission before doing this.

We will only share your information with other members of the Labrador Welfare team if they have a specific need of that information and follow our data protection policy and procedure. (This will be named people such as membership secretary and 100 Club organiser)

How we keep your data safe

We will always ensure that every safety procedure is followed to ensure that your personal data is stored securely.

Any member of our team who has a need to know any details about you will also follow the correct procedure to ensure that your data is secured appropriately and securely.

Keeping your data up to date

If you have agreed to us holding personal information we need to be sure that it is kept up to date. If you need to update your information you can do so by emailing us at enquiries@labradorwelfare.org or by writing to us at Labrador Welfare, 2 Tapton Crescent Road, Sheffield S10 5DA

How long we store your data for

- We will only store membership details while you remain a member
- We only store details of helpers while they retain contact
- Legal documents will normally be kept for 7 years.
- Any other information will only be kept while it is relevant

Changes to this policy

We may need to make changes to this policy from time to time in order to take into account any changes to the Data Protection Law or any related legislation. Changes to the policy will be published on this page. However we won't make any changes to your status without informing you first.

LW/PP/2018