



## GDPR – Privacy Notice Rehomers

### **The purpose of this Notice**

This notice explains how Dogs for Good (the “Charity”), will collect and use your personal data. “Personal data” means any information which can be used to identify you as an individual.

The Charity has appointed a Data Protection Officer, and her contact details are as below:

Donna Cook, Data Protection Officer at [donna.cook@dogsforgood.org](mailto:donna.cook@dogsforgood.org) or you can write to her using the postal address of:

Dogs for Good  
The Frances Hay Centre  
Blacklocks Hill  
Banbury  
OX17 2BS

The Data Protection Act 2018 and the General Data Protection Regulation require us to provide you with the information below.

If you have any questions concerning our collection or use of your personal data, please contact our Data Protection Officer in the first instance.

### **The reason you have received this notice**

You have either made an enquiry or expressed an interest in rehoming one of our dogs. The Charity rehomes with members of the public dogs which are withdrawn from our socialisation or training programmes, or retired Assistance Dogs. Alternatively, you may be undertaking a trial rehoming of a dog or have been accepted for the permanent rehoming of one of our dogs.

If you are making an application to rehome one of our dogs, we need to collect and use personal data so that we can properly deal with your application. If you are undertaking a rehoming trial or have already been accepted for permanently rehoming a dog, we need to collect and use personal data to support you and your dog, and to complete the transfer of ownership of the dog to you.

### **No obligation to provide personal data**

If you are making an application to rehome one of our dogs, you are not under any legal obligation to provide us with personal data.

However, should you decide that you prefer not to provide us with the personal data we request, we may not be able to progress your application.

### **The categories of personal data we may obtain and use**

Most of the information we will collect and use will be directly provided by you, and you will therefore be aware what it is.

Examples include:

- your expression of interest information
- your application form which contains your name, address, postcode, contact e-mail address, telephone numbers, numbers and ages of people in the home, whether children, elderly people or disabled people live in or visit the home, and the type of property that you have (such as house, bungalow, etc.)
- name and contact details of any referee which you provide
- information about ability to care for any rehomed dog
- information about your acceptance or refusal as a potential rehomer
- e-mail correspondence related to your application or notes of telephone conversations related to your application or rehoming of one of our withdrawn or retired Assistance Dogs
- information needed to schedule home assessments, and collection of a rehomed dog
- information relating to the transfer of ownership of any rehomed dog

Examples of other categories of information which may be obtained from third parties, may include:

- information about you provided by a third party referee nominated by you
- letters to and from your landlord confirming your permission to have a dog

### **The purposes for which we may use personal data**

We need to keep and process personal data about you to achieve successful rehoming and transfer of ownership of a withdrawn dog in training or a retired Assistance Dog and to pursue our related legitimate interests.

Examples of these legitimate interests are:

- to enable you to make an enquiry or express an interest in rehoming one of our withdrawn dogs in training or a retired Assistance Dog
- to enable us to receive, process and assess your application to rehome one of our withdrawn dogs in training or a retired Assistance Dog including, where appropriate, home assessment visits
- transfer of ownership of the dog including updating the information held on relevant microchip databases (Avid, Fido, Identichip or Petlog)
- for administrative purposes

We will not use your personal data in a way which adversely affects your interests.

### **The legal basis we will rely on when using your data**

Of the permitted legal reasons for “processing” (meaning “using”) your personal data, the following are the ones most likely to be relevant:

- The legitimate interests of the Charity
- A contract or proposed contractual relationship with you
- Express consent
- A legal obligation of the Charity.

### The legitimate interests of the Charity

It will be in the legitimate interests of the Charity to use personal data for a purpose for which it was supplied, and any related purpose which in furtherance of the Charity's objects. Examples are given above.

### A contract of proposed contractual relationship with you

Use of personal data is permitted where it is for the purpose of performing a contract or anticipated contract. If the Charity agrees that you may rehome one of its dogs either on a trial basis or permanently, a contract setting out your obligations and those of the Charity will be entered into with you.

### Express consent

Personal data can be used when we have your express consent to use it.

We will not process externally or share with others (except in a medical or other such emergency) any sensitive personal data without your prior consent. Examples of sensitive personal data are:

- medical and biometric data
- sexual orientation
- information relating to your racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- Trade Union membership

Where your consent to processing data is relied on, you can withdraw it whenever you wish.

### A legal obligation of the Charity

If the Charity enters into a trial or permanent rehoming agreement with you, the agreement will contain certain obligations on the part of the Charity.

### **Sources of personal data**

Most of the information we hold will have been provided by you, but some may come from other external sources, such as your nominated referee or landlord.

### **Sharing personal data with others**

Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so, or where we need to do so to rehome a withdrawn dog in training or retired Assistance Dog to you. .

This may include providing: your name and address to the administrator of relevant microchip databases (Avid, Fido, Identichip or Petlog) in order to transfer ownership of the dog to you; or providing your address or contact details to one of the Charity's volunteer drivers for the purposes of delivering a dog. We may, on occasion and with your consent, disclose your contact information to the dog's puppy socialiser, client, or other individuals or organisations that may have cared for the dog which you have rehomed.

## **Your rights regarding your personal data**

### Right to withdraw consent

Where the Charity is relying on your consent for its use of personal data, you may withdraw that consent at any time.

### Additional rights

Please note that the following do not apply in all circumstances and that if you tell us that you wish to use any of them, we'll tell you at that time whether they apply or not:

- to be informed about the processing of your personal data
- to have inaccurate data corrected
- to have incomplete personal data completed
- to restrict processing
- to have personal data erased
- to request access to your data
- to move, copy or transfer to another organisation, your personal data
- certain rights related to automated decision making (if and when applicable)

and

- the right to complain to the Information Commissioner's Office if you consider that we have not adequately dealt with a request or complaint at <https://ico.org.uk>. Please also note the contact details of our Data Protection Officer on page 1 who should be contacted in the first instance.

### **Retention and storage of personal data**

Your personal data will initially be stored securely within the Dogs for Good Terminal Server. Should you be unsuccessful in your application to rehome a withdrawn dog in training or a retired Assistance Dog, your personal data will be destroyed upon the decision to decline your application being made.

Should your application to rehome a withdrawn dog in training or a retired Assistance Dog be successful, your personal data will be stored securely within the Dogs for Good Dogs Databases. If you receive financial assistance from the Charity to support you with the costs of your dog, your personal data will be kept for the period during which the Charity provides you with that financial assistance, until you transfer ownership of the dog to another party or until the dog dies.

If you do not receive financial assistance from the Charity, your personal data will be destroyed after a period of 6 months.

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I acknowledge that I received a copy of the Charity's Privacy Notice relating to Rehomers  
on.....[date] and that I have read and understood it.

.....  
*Signature*

.....  
*Print name*