



## Privacy and Cookies Policy

This Privacy and Cookie policy explains when and why we collect personal information about you, how we use it and the conditions under which we may disclose it to others. Your personal data is defined as any information that can directly or indirectly identify you. This notice also explains how we keep your data safe and secure and includes information you need to know about your rights and how to exercise them.

If you have any questions regarding our Privacy Notice and our use of your personal data or would like to exercise any of your rights, please get in touch via the following information:

**Email us:** [trustees@barkingmaddogrescue.co.uk](mailto:trustees@barkingmaddogrescue.co.uk)

If you are unhappy with the way we process your data, you can also make a complaint to the Information Commissioner's Office (ICO) which regulates the use of information in the UK. They can be contacted by:

**Telephone** 0303 123 1113

**Write to the ICO:** Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

**Or by going online to** [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) If you are based outside of the UK, the complaint should be directed to the relevant Data Protection Supervisory Authority in that Country.

Version	Author(s)	Purpose / change	Date approved	Next review date
1	H. Anderson	Approved by the Board	2018	-
2	M. Bombardieri	Updated document for Board Approval	April 2026	April 2027

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## 1. Who are we?

We are Barking Mad Dog Rescue (BMDR), a UK registered charity working to save some of the most persecuted dogs in Europe. We rescue, provide veterinary care for and rehome neglected, abandoned and abused dogs from the Constanța area in Romania.

In this Notice, 'BMDR', 'we', 'us', 'our' means: Barking Mad Dog Rescue (charity registration number 1160985) with a registered address at 5 Beechwood Drive, Rawtenstall, Rossendale, Lancashire, BB4 8DX .

## 2. The personal data collected, how and why we collect it and on what lawful basis

Appendix 1 – Human Resources (employees, trustees, job applicants and volunteers)

Appendix 2 – Adopters, Fundraising and Engagement

Appendix 3 – Website Visitors and cookies

## 3. Fundraising and Marketing Communications

Your contact details may be used to provide you with information about our services or our fundraising opportunities via:

- **Email, text or other electronic message**

We will only send you fundraising and marketing communications by email, text or other electronic message, if you have explicitly provided your consent or if you have been involved in a transaction with us.

You may opt-out of our fundraising and marketing communications at any time by clicking the 'Unsubscribe' link at the end of our marketing emails. Alternatively, you can get in touch with us by using any of the contact details listed at the top of this notice.

When you give us consent to receive marketing and fundraising communications, we will monitor consent to ensure that you still wish to receive such communications. Our approach is designed to uphold your privacy and information rights, to respect your choices, and to ensure we are not intrusive. If you want to know more about our Fundraising and Engagement and how we use the data for these purposes, please refer to Appendix 2.

## 4. Your Rights

Under data protection laws in the UK and EU, you have certain rights over the personal information that we hold about you. Here is a summary of the rights we think apply:

**a) Right to be Informed** You have the right to be informed as to how we use your data and under what lawful basis we carry out any processing. This Privacy Notice sets this

information out; however if you would like further information or feel that your rights are not being respected, please get in contact with any of the details listed above.

**b) Right of Erasure** – also known as the ‘right to be forgotten’. You may ask us to delete some or all of your information we hold about you. Sometimes where we have a legal obligation, we cannot erase your personal data.

**c) Right to Object** You have the right to object to processing where we are using your personal information such as where it is based on legitimate interests or for direct marketing.

**d) Inaccurate personal information corrected** Inaccurate or incomplete information we hold about you can be corrected. The accuracy of your information is important to us. If any of your information is out of date or if you are unsure of this, please get in touch through any of the contact details listed in this notice.

**e) Right of restriction** You have a right to restrict the processing of some or all of your personal information if there is a disagreement about its accuracy, or we are not lawfully allowed to use it.

**f) Right to Access your information** You have a right to request access to a copy of your personal information that we hold about you, along with the information on what personal information we use, why we use it, who we share it with, how long we keep it for and whenever it has been used for automated decision making. You can make a request for access free of charge and proof of identity is required.

**g) Automated decision making and profiling** Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We currently do not undertake automated decision making in our HR work. We may profile information about our potential donors. You have the right to question the outcome of automated decisions and our profiling activities that may create legal effects or create a similar significant impact on you.

**h) Right to withdraw consent** Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.

## 5. Keeping your information safe

We take looking after your information very seriously. We have implemented appropriate physical, technical and organisational measures to ensure that your personal information is secure when under our control, both on and offline, from improper access, use, alteration, destruction, and loss.

When we are provided with personal information about you, steps are taken to ensure that it is treated securely. Electronic data is stored on a secure server and is accessed via password-protected computers that are used only by our volunteers and employees.

Any personal information that is shared with third parties mentioned in this privacy notice will be communicated via secure email systems. We have put appropriate systems in place to enable third parties to communicate information securely, and third parties are provided with

information regarding how to do so. We cannot, therefore, be held accountable for the security of any personal information sent from a third party which is not sent via secure arrangements. Whilst we make every effort to protect your personal information, we cannot guarantee the security of any information you transmit to third parties, and you do so at your own risk. When we receive information about you, best efforts are made to ensure its security on their systems

## 6. Transferring your information outside of the United Kingdom

Some of the third-party services we use to manage our data, such as Google, Mailchimp, and any other financial, marketing or CRM tools may store or process data on servers outside the UK. Where this happens, we only use services that have appropriate safeguards in place, such as the EU Standard Contractual Clauses (SCCs), or UK International Data Transfer Agreement (IDTAs), approved under UK data protection law.

## 7. Making a complaint

If you think your data rights have been breached or you are not happy with how we handle your data, you are able to raise a complaint with us by contacting [complaints@barkingmaddogrescue.co.uk](mailto:complaints@barkingmaddogrescue.co.uk)

You can also contact the ICO at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

## 7. Changes to our Privacy Notice

This privacy notice is kept under regular review, annually at a minimum. If we make any significant changes to the way in which we process your information, we will make the required changes to this Privacy Notice and will notify you so that you can raise any concerns or objections with us. When making less impactful changes, we'll update this notice and post a summary of the changes on our website.

# 1.APPENDIX 1 - Human Resources

## How and when do we collect information about you?

You provide several pieces of data to us directly during the recruitment period and subsequently upon the start of your employment/volunteering engagement. In some cases, we will collect data about you from third parties, such as employment agencies (for example, Charity Job and LinkedIn) or former employers when gathering references.

## What types of information is collected about you and who provides it?

We keep several categories of personal data on our employees in order to carry out effective and efficient processes. We keep this data in a personnel file relating to all employees and volunteers.

Specifically, we may process the following types of data:

- personal details such as name, address, phone numbers
- footage of organisation events where you may appear, volunteering trips and social media posts where you may appear
- right to work documentation
- information of any disability or other medical information you have disclosed
- information gathered via the recruitment process such as that included in a CV, cover letter or application form, references from former employers, details on your education and employment history etc
- *National Insurance* number, bank account details and tax codes
- names and contact details of your next of kin/emergency contact
- information relating to your employment with us (e.g. job title, job description, salary, terms and condition of the contract, annual leave records, appraisal and performance indication, formal and informal proceedings involving you such as letters of concern and disciplinary, disciplinary and grievance proceedings).

We may also process criminal records information, if the role involves DBS checks.

## How is the information used?

We are required to use your personal data for various legal and practical purposes for the administration of your contract of employment or your volunteer/trustee agreement, without which we would be unable to employ you. Holding your personal data enables us to meet various administrative tasks, legal obligations, or contractual/agreement obligations such as paying your salary and/or expenses, paying taxes, making necessary adjustments to facilitate your work for us, tracking your performance, administering leave etc.

## Lawful basis for processing

We mainly use 'contractual obligation' as a lawful basis for processing your personal data for employees and job applicants. We mainly use 'legitimate interest' for trustees, and volunteers. We may also have a legal obligation to process and share your data, for example we need to share salary information with HMRC or use some of your data to enrol a new employee on a pension scheme.

We may collect health data (special category of data) in order to manage

sickness/absence procedures and determine reasonable adjustments. We may rely on Art 9 (b) in the field of employment - Condition 1 DPA 2018 (Health and Safety at Work Act 1974).

We may ask for your consent when processing videos/pictures of the organisations' events where you may be identifiable.

We may rely on our legitimate interest for processing activity such as keeping supervision and appraisal records; using your image, bio on our website or marketing/fundraising materials to promote the charity.

When processing criminal records (for example, in order to perform DBS check), the organisation relies on the lawful basis of legitimate interest, and Condition 10 from Schedule 1, DPA 2018, ("preventing or detecting unlawful acts").

## Confidentiality and Data Sharing

Employees within our company who have responsibility for recruitment, administration of payment and contractual benefits and the carrying out of performance related procedures will have access to your data, which is relevant to their function. All employees have been trained in ensuring data is processed in line with UK GDPR and the Data Protection Act (2018).

Data in relation to your salary is shared with HMRC as part of our legal obligation.

**Data may be shared with third parties for the following reasons:** for the administration of payroll and pension. When sharing with third parties, we have data sharing, processor agreements or contracts in place to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

To comply with our duty of care and safeguarding, we may need to pass some information, for example, raising safeguarding concerns with the authorities. In such circumstances, we may apply the following lawful basis:

- Where an individual's life may be at risk, we may process the data according to the UK GDPR Article 6(d) where such processing is vital to the individual's life (e.g. in a life threatening situation)
- Where an individual or child is at risk – UK GDPR Article 6(f) legitimate interest, Article 9(g), substantial public interest, DPA 2018 Schedule 1, Part 2 paragraph 18 Safeguarding of children and of individuals at risk (e.g. when there are safeguarding concerns)
- Where an individual is at economic risk – UK GDPR Article 6(f) legitimate interest, Article 9(g), substantial public interest, DPA 2018 Schedule 1, Part 2 paragraph 18 Safeguarding of economic well-being of certain individuals (e.g. when there are concerns around financial exploitation)

## 2.APPENDIX 2 - Adoptions, Fundraising and Engagement

### Type of information collected and why, who provides it, when and lawful basis

We do not unduly prioritise our legitimate business interests as a charity over your interests as an individual. We always respect your rights. Which is why we carry out a balancing exercise of the rights of the charity with the rights of our supporters. You may have:

- rehomed a dog with us
- provided financial donations
- demonstrated an interest in our cause by contacting us for more information, e.g. to find out more about one of our products, services or campaigns.
- asked us for help with rehoming a dog

We believe that BMDR supporters are connected to what we are set up to do, i.e. save dogs, and they want to know how they can continue to help us to achieve our charitable aims. Unless you tell us not to, we think you are content for us to process (keep and use) your personal information for the following lengths of time:

### When you adopt one of our dogs or cats

We ask for contact details and other information when members of the public rehome or adopt a dog or cat from us. This may include information such as your name, date of birth and contact information. We use this information to help us provide and improve our services as a charity and to keep a record of our communications with you regarding a BMDR dog.

All rehomed dogs and cats are dual-registered in the adopter's name and BMDR's. Because we carry rescue backup responsibility for the animal's lifetime, we have a legitimate interest in retaining adopter records for that same period - so we can identify and contact the original adopter if the animal is ever returned or found stray.

### When you make a donation or purchase from our shop

Information is provided by you via a donation form on our website or via third party donation platforms (e.g. Just Giving). The information gathered may be full name, delivery address, email address, Gift Aid sign up, company name if donation made by an organisation, donation details, reasons to engage, postal address.

This information allows us to process your donation, fulfil any online transactions; process and deliver your order(s).

## When you show interest in supporting us and decide to contact us

These are supporters of our work, or someone who has demonstrated an interest in our cause by contacting us for more information, e.g. to find out more about our charitable work, one of our dogs, products or campaigns. We think someone that has reached out to us to find out more about BMDR and what we do, would like us to provide that information.

Information is provided mainly by yourself, via e-mail or phone conversations with us. The information gathered may be occupation, title, details of any correspondence with BMDR, DOB, fundraising appeals responses, details of your reasons to engage with BMDR, including your experience with dog rescue, dog rehoming and animal welfare issues. This information allows us to deal with your enquiry and shows you how to get engaged. We rely on our legitimate interest to process this data.

If you have given us your consent, we may in future contact you with information and updates on our work, products (such as raffles and catalogues), services and how you can support us, (such as fundraising). This may be by email or text message, depending on your preferences. We will also continue to ask about your marketing preferences, to ensure that you are still happy to be contacted by us and by which means.

## Philanthropy

From time to time, in the case of a generous donation or in order to identify potential high value supporters, we may research prospective donors using only publicly available information. Examples of publicly available resources that we use are: online registries such as Companies House, LinkedIn, professional profiles on social media (Facebook, Instagram and TikTok.), Charity Commission and news articles.

We would gather publicly available information regarding previous charity support, connection to our cause, credibility, geographical information, demographics, financial soundness, career information, peer networks and other publicly available information (e.g., age, address, listed directorships, hobbies and interests). If you have already engaged with us, we may also profile information that you have provided during your engagement, including information such as occupation, title, details of any correspondence had with BMDR, DOB, fundraising appeals responses, event participations with BMDR, details of your reasons to engage with BMDR.

This information allows us to comply with our due diligence in case of a generous donation - **the Charity Commission does require us to know where funds have come from**, as well as any conditions attached to them.

This information also allows us to understand how likely it is that you would be interested in supporting us so that we can better tailor our communications and make sure that we only talk to you about a financial level of giving that is appropriate to you.

We rely on our legitimate interest in order to profile and screen your information. If you would rather we did not do this, please just let us know and we will, of course, respect your wishes. Otherwise, following our initial profiling and screening, we will contact you either via phone (via legitimate interest) or via e-communication (texts, emails, e-messages) if consent has been provided. During our conversation, we inform you of our data processing and of your rights as data subject (which include your rights to restrict our processing and to have your

data deleted). If you are happy to engage with us, we'll proceed with establishing our relationship with you, which will include further engagement and profiling.

Additionally, we sometimes ask existing supporters and Trustees whether they would be prepared to open their networks up to us. An existing supporter may tell us about an individual previously unknown to us and facilitate an introduction. We would then advise our Trustee or existing supporter about our data responsibilities and ask them to ensure that the person they would like to introduce to us is happy for an introduction to take place. Following the introduction, we would direct the individual to this privacy notice and confirm their marketing consent preferences before communicating with them further. We will also share a link to our privacy notice in the footer of all our email communications.

## Confidentiality - who do we share your data with?

We **do not share or sell** your data to any third parties.

To help us communicate the work we are doing and provide services we use trusted service providers including fundraising agencies and emailing services.

In some circumstances it is necessary for BMDR to give relevant staff at our service providers' access to your personal information. This access is only granted to the extent necessary for them to perform their services for us. We require all service providers to comply with strict rules to protect the information you have given us.

## Financial transactions on the BMDR website, PayPal and other fundraising platforms

We ensure our providers encrypt credit or debit card details on our online donation page, which means that they can't be intercepted and subsequently accessed. Financial transactions relating to our website and services are handled by our payment/donation service providers, Donorbox (web-site) and Shopify (online shop), and Paypal (payment method on various fundraising websites). You can find information about the payment services providers' privacy policies and practices at:

PayPal: <https://www.paypal.com/uk/legalhub/paypal/privacy-full>

Donorbox: <https://donorbox.org/privacy>

Shopify: <https://www.shopify.com/uk/legal/privacy>

All debit and credit card details are processed securely by our payment processing partner, according to the Payment Card Industry Security Standards.

If you are donating or signing up to an event using a third party (e.g. Just Giving), please also refer to the privacy notice published on their websites.

## Consent

Barking Mad Dog Rescue will always ask for your consent before we communicate with you for certain purposes. You can withdraw your consent at any time by emailing [trustees@barkingmaddogrescue.co.uk](mailto:trustees@barkingmaddogrescue.co.uk)

Like all organisations, we comply with requests for the disclosure of personal information where this is required or permitted by law. This could include requests from law enforcement or tax agencies. In these circumstances, the request must be submitted in writing and in accordance with the relevant legal requirements.

## Changes to your data

From time to time we may contact you to ensure that the information you have provided us with remains accurate and up to date.

# 3. APPENDIX 3 - Website visitors and cookies

## When you visit this website

We may, like many companies, automatically collect the following information when you visit our website: Technical information, including the type of device you're using, your IP address, domain name, the date and time of your visit, the pages you accessed, documents you downloaded, the previous website you have visited and type of browser you are using.

We collect and use your personal information by using cookies on our website - more information on cookies can be found under 'the use of cookies' section below. Wherever we use non-essential cookies we will request your consent.

## Social Media

When you interact with us on social media platforms such as LinkedIn, Instagram, and Facebook, we may obtain information about you (for example, when you publicly tag us in an event photo). The information we receive will depend on the privacy preferences you have set on those types of platforms.

## Cookies

Like many other websites, this website uses 'cookies'. 'Cookie' is a name for a small file, usually of letters and numbers, which is downloaded onto your device such as your computer, mobile phone, or tablet. Cookies allow websites to recognise your device so that the sites can work more efficiently and gather information about how you use the site.

### ***How do we use Cookies?***

We use cookies to distinguish you from other users of our website. This helps us to provide you with a positive experience when you come to our website.

## ***The Cookies we use***

We use the categorisation set out by the International Chamber of Commerce in their UK Cookie Guide. We use the following types of cookies:

- **Authentication** - We use cookies to identify you when you visit our website and as you navigate our website
- **Status** - We use cookies to help us to determine if you are logged into our website
- **Personalisation** - We use cookies to store information about your preferences and to personalise the website for you
- **Security** - We use cookies as an element of the security measures used to protect user accounts, including preventing fraudulent use of login credentials, and to protect our website and services generally
- **Advertising** - We use cookies to help us to display advertisements that will be relevant to you
- **Analysis** - We use cookies to help us to analyse the use and performance of our website and services

### ***No cookies, please.***

You can opt-out of all our cookies (except the essential cookies). If you have any questions about how we use cookies, please contact us.

## **Links to other websites**

Our website contains select links to external sites.

Care has been taken to ensure that any sites listed on our website are reputable and relevant to our services. As you probably realise, once you use these links, we do not have any control over how that external site may use your personal data, so we cannot be responsible for the protection and privacy of any information you provide whilst visiting those sites.

Please do exercise caution and look at the privacy notices applicable to external sites. From time to time, there may be videos embedded in the website for information purposes. When viewing these videos, information may pass from this website to YouTube in order to play the videos. This information is passed via the use of cookies, and you have the option to opt in or out of certain cookies by using our cookie consent tool.

## **Retention Schedule**

<b>DATA CATEGORY</b>	<b>WHAT WE HOLD</b>	<b>RETENTION PERIOD</b>	<b>LEGAL BASIS</b>
<b>SUPPORTERS &amp; DONORS</b>			

<b>Donor records</b>	Name, contact details, donation history, communication preferences	6 years after last contact or donation.	Legitimate interest
<b>Gift Aid declarations</b>	Name, address, declaration form, donation dates	6 years after the accounting period they relate to	Legal obligation (HMRC)
<b>Marketing opt-outs</b>	Record that a person asked to be removed from mailing lists	Indefinitely (suppression list)	Legal obligation
<b>VOLUNTEERS</b>			
<b>Volunteer applications</b>	Name, contact details, references, DBS check results (where required)	Duration of volunteering + 3 years.	Legitimate interest
<b>Volunteer activity records</b>	Hours, roles, training completed		Legitimate interest
<b>STAFF (IF APPLICABLE)</b>			
<b>Employee records</b>	Contract, payroll, performance records, next-of-kin details	Typically 6 years after employment ends, to cover potential employment tribunal claims such as breach of contract within this period under the Limitation Act 1980	Legal obligation
<b>Payroll &amp; tax</b>	Wage slips, P45, P60, PAYE records	At least 3 years from the end of the tax year to which they relate	Legal obligation (HMRC)
<b>ANIMALS IN OUR CARE</b>			
<b>Animal intake records</b>	Species, microchip number, intake reason, medical history	Lifetime of animal + 6 years	Legitimate interest
<b>Adoption &amp; rehoming records</b>	Adopter details, home-check notes, signed adoption agreement	Lifetime of animal + 6 years	Contract / legitimate interest
<b>FINANCIAL &amp; GOVERNANCE</b>			

<b>Financial records</b>	Accounts, invoices, receipts, bank statements	6 years from end of financial year	Legal obligation (HMRC / Charities Act)
<b>Grants</b>	Grant records	Grant-dependent	
<b>Trustee meeting minutes</b>	Meeting minutes	At least 6 years from the end of the financial year to which they relate	Legal obligation (Charities Act)
<b>GENERAL ENQUIRIES &amp; WEBSITE</b>			
<b>Contact form / email enquiries</b>	Name, email address, message content	2 years (or until resolved)	Legitimate interest
<b>Complaints</b>	Name, contact details, complaint details, our response	6 years after resolution	Legal obligation / legitimate interest
<b>Website analytics</b>	Anonymised visitor statistics (e.g. page views, browser type)	26 months	Legitimate interest (anonymised)

Some data retention periods are set by the law. Retention periods can vary depending on why we need your data. Please get in touch by contacting us at [trustees@barkingmaddogrescue.co.uk](mailto:trustees@barkingmaddogrescue.co.uk) if you want to know more about the retention period. Data is destroyed or deleted in a secure manner as soon as the retention date has passed.