

Privacy Policy

Privacy Policy for Association of Dog Boarders (ADB)

October 2019

What personal data does Association of Dog Boarders collect?

The ADB routinely collect information that is specifically required for each level of membership.

Data always includes members' names, business names and email addresses. Full membership requires the collection of businesses addresses, home boarding licence information and other contact details.

Data is collected directly from the members when they join the organisation and by submitting your application you give the ADB permission to hold it.

Full members must also give approval for their business to be displayed on our website members list page.

What is this personal data used for?

We use members' data for the administration of your membership; the communication of information; the updating of any appropriate directories; sending our polls and surveys and the organisation of meetings and events.

For those members who are part of the Primary Authority partnership, your information is used to ensure that your local authority inspector knows that you are part of this official government scheme.

Who is your data shared with?

By applying for full membership and agreeing to be listed on the members directory, your data will be published on our website in the public domain.

For those members who are part of the Primary Authority partnership, your information is share with the administrator of the Primary Authority arrangement.

Your personal data is not passed on to any other organisation without your express permission.

Where does this data come from?

Members provide the data when they join Association of Dog Boarders.

How is your data stored?

This information is mainly stored in digital form on computers. Any information that is stored remotely is stored in compliance with the GDPR (General Data Protection Regulation).

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the GDPR the ADB does not have a statutory requirement to have a Data Protection Officer, however a Data Protection Officer (DPO) has been appointed and will inform and advise the association about their obligations to comply with the GDPR and other data protection laws.

The DPO will be the first point of contact for supervisory authorities and for members whose data is processed. The DPO will also monitor compliance with the GDPR and other data protection laws.

Who has access to your data?

Directors and Officers of the ADB will have access to members' data in order for them to carry out their legitimate tasks for the association.

Member Volunteers of the ADB may be given access to data for specific tasks, such as sending mailings. They are not free to use it for any other purpose.

What is the legal basis for collecting this data?

The ADB collects personal data that is necessary for the purposes of its legitimate interests as a membership organisation. It is also collected from some members for the Primary Authority partnership which is an official government scheme.

For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

How you can check what data we have about you?

If you want to see the basic membership data we hold about you, please contact the Data Protection Officer at members@associationofdogboarders.co.uk

You can contact us with a "Subject Access Request" if you wish to ask the ADB to provide any other information that is held about you. The ADB are required to provide this information within one month.

There is not usually a fee for this, though the ADB may charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

Does Association of Dog Boarders collect any "special" data?

The GDPR refers to sensitive personal data as "special categories of personal data".

The ADB do not record any such special data.

How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit how your data is used.

You could maintain your membership with limited contact details. The ADB requires, as a minimum, one method of contacting you. You could for example simply maintain an up-to-date email address, but this will reduce the services that the association would be able to provide you with in the way of written information, so you would not be able to get any benefits that require an email address.

If you choose to limit your membership contact details as a full member, you may be unable to take advantage of the Primary Authority partnership scheme.

You do not need to provide the ADB with your date of birth.

You may choose not to receive information emails from Association of Dog Boarders (we do not send any out on behalf of other organisations) however this will significantly reduce the services that the association will be able to offer you as a member.

Any of these options can be implemented for your association membership at any level by contacting the Data Protection Officer at members@associationofdogboarders.co.uk

How long we keep your data for, and why?

The ADB does not keep members' data after they resign from or their membership lapses unless it is a requirement based on the member's use of the Primary Authority partnership scheme.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.

What happens if a member dies?

The ADB does not keep members' data if they die unless it is a requirement based on the member's use of the Primary Authority partnership scheme. The next-of-kin may contact the ADB to request information on what (if any) data would need to be retained, and the reason for it.

Other data, such as that relating to accounting or personnel matters, is kept for the legally required period.