

YOUNG PERSONS' PRIVACY NOTICE



This is where we explain how we look after your personal data. By personal data we mean information we have about you, like your name, age or other details.

We take your privacy seriously. We aim always to be clear to you about the way The Donkey Sanctuary processes personal data. This means how we store, use and manage your data.



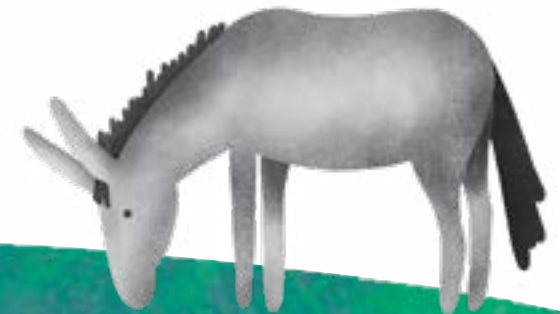
New data protection laws require that anyone who holds your personal data must protect it carefully. The new laws allow us to process (this means all the things we may do with it), your personal data in certain situations including:

- **Consent:** you have told us you'd like to hear from us
- **Contractual obligation:** you have signed up to use our facilities, e.g. one of the Donkey Assisted Activities Centres and we need to tell you about it
- **Legal compliance:** under the law we can use your personal data when the law needs us to, e.g. if you have an accident at The Donkey Sanctuary we need to keep a record of this under Health and Safety law



WHAT KIND OF INFORMATION DO WE PROCESS AND WHAT DO WE DO WITH IT?

- When you sign up to any of our fundraising or events you or your parent or guardian will fill out a form. We may collect your name, age, your parent or guardian's name, their email address and telephone number, as well the name and contact details of who we should contact in the event of an emergency
- We ask for any relevant medical or behavioural information that we should know if, for example, you come to see us on a school visit or one of our Donkey Assisted Activity programmes. That way we will be able to make arrangements to suit your needs and keep you safe
- Photographs, video, or audio recordings
- Once you have filled out the form we will store it in a secure location and enter it onto the secure database on our computer
- There is some information that you can choose whether or not to let us have. When we ask you for information that you don't have to give us, we will ask for your permission and let you know why we want it and what we will do with it. If you don't want us to have the information, that's your choice



WHAT WE DO WITH YOUR INFORMATION AND HOW LONG WE KEEP IT INCLUDES THE FOLLOWING:

- Get in touch with you and your parents or guardian when we need to
- Provide the right care and support
- Keep a record of your relationship with The Donkey Sanctuary for our administration, and to let you know about changes to our services or notices like this one
- Keep you and your parents or guardian informed of what's going on at The Donkey Sanctuary through the website or email, post or telephone if you and your parents or guardian have given us permission to do that
- Using photographs of you counts as processing your personal data. Before we take or use any photographs we will ask you (if you're old enough) or a parent or guardian to give permission for us to take and use pictures of you. We might use your pictures on display boards or on The Donkey Sanctuary website, for example
- We don't hold on to your personal data forever, only for as long as we need it. We have a policy that tells us when to keep it and when get rid of it
- If you ask to receive no further contact from us, we will keep some basic information about you on a list called a suppression list which will allow us not to contact you if you have told us that



WHEN DO WE SHARE YOUR PERSONAL DATA WITH ANYONE ELSE?

- When we are required to by law, for example, with regulatory bodies, or organisations that ensure the law is being followed
- Where it is necessary to protect the vital interests of an individual, e.g. in a medical emergency
- If we have your consent
- We may use third-party suppliers (other businesses) to manage events or mailings for fundraising appeals; to carry out research surveys or for storage of your personal information on our behalf. You can find out more about the suppliers that we use by contacting us using the details in the **'Get in touch'** section below
- We screen and monitor these companies to get the best protection for your privacy and security. They may only use the data in accordance with the new data protection laws. We do not sell your personal data to third parties, that means anyone that is not part of The Donkey Sanctuary charity



YOUR RIGHTS

You and your parents or guardian have the right to:

- Be told how we use your personal data
- Ask to see what we hold about you
- Ask us to correct any personal data you think is wrong
- Ask us to delete it
- Ask us to only use your personal data in certain ways
- Tell us you don't want your personal data to be processed. You can tell us to stop at any time
- Ask us to transfer your personal data to another organisation

See the **'Get in Touch'** page to contact us regarding your rights.



GET IN TOUCH



If you have any concerns about this privacy notice or about how we process your data, please get in touch.



Email: **Compliance@thedonkeysanctuary.org.uk**



Write: **Data Protection Officer,
The Donkey Sanctuary,
Sidmouth,
Devon EX10 0NU**

We will be happy to help and discuss your concerns.

You can also contact Data Protection Commissioner's office at **www.dataprotection.ie** who will be able to provide you with more information, or you can make a complaint if you think your personal data isn't being looked after properly. The Data Protection Commissioner's Office is the organisation that provides guidance and makes sure we look after your personal data.

