



## Privacy Policy

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### Purpose

The purpose of this policy is to explain how Little Nest Rescue CIO collects, uses, stores, and protects personal data, and to ensure compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We are committed to being transparent about how we handle personal data and to protecting the privacy of all individuals who interact with our organisation.

### Lead Trustee

A lead trustee will be appointed to provide oversight of safeguarding and to lead on any incident investigation and reporting.

Lead Trustee

Louis Edmonds

### Applicability

This policy applies to anyone whose personal data we process, including:

- Donors
- Adopters and foster carers
- Volunteers
- Website users
- Visitors and members of the public

Partner organisations must ensure that their data protection practices meet, as a minimum, the standards outlined in this policy and comply with relevant legislation.

Data protection requirements should be reflected in all relevant organisational policies and procedures.

## Principles

We are committed to the following principles:

- Personal data will be processed lawfully, fairly, and transparently
- Data will be collected for specified, explicit, and legitimate purposes
- Only data that is necessary will be collected and processed
- Data will be accurate and kept up to date
- Data will be retained only as long as necessary
- Data will be processed securely to prevent unauthorised access or loss
- Individuals' rights will be respected at all times

## What Data We Collect

We may collect and process the following types of personal data:

- Identity and contact details (e.g. name, address, phone, email)
- Date of birth (for eligibility purposes)
- Donation and financial information (including Gift Aid)
- Adoption and fostering information (including home checks)
- Volunteer records (including training and DBS checks where required)
- Photographs or videos (with consent)
- Communication preferences
- Website and technical data (e.g. usage and analytics data)

We will only collect personal data that is necessary for our activities.

## How We Use Your Data

We process personal data under the following lawful bases:

- Legitimate Interests – to carry out our charitable activities and manage our organisation
- Contract – to process adoptions, fostering arrangements, and donations

- Legal Obligation – to comply with legal and regulatory requirements
- Consent – for marketing communications and use of images where applicable

Data may be used for:

- Animal welfare activities and rehoming processes
- Managing volunteers and safeguarding requirements
- Processing donations and financial records
- Communicating with supporters and stakeholders
- Meeting legal and regulatory obligations

### Sharing Your Data

We will never sell personal data.

We may share data where necessary with:

- Payment providers and financial institutions
- Veterinary professionals and animal welfare databases
- Disclosure and Barring Service (DBS) where required
- Regulators, auditors, or law enforcement where legally required

All third parties are required to process data securely and in accordance with the law.

### Data Retention

We will only retain personal data for as long as necessary. Typical retention periods include:

- Donation records: 6 years
- Adoption/fostering records: up to 6 years after closure
- Volunteer records: duration of involvement plus up to 3 years

Data will be securely deleted or destroyed when no longer required.

### Your Rights

Under UK GDPR, individuals have the right to:

- Access their personal data

- Request correction of inaccurate data
- Request deletion of data (where applicable)
- Restrict or object to processing
- Request data portability
- Withdraw consent at any time

Requests will be responded to within one month.

If you are not satisfied with how your data is handled, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).

### Data Security

We implement appropriate technical and organisational measures to protect personal data from loss, misuse, or unauthorised access.

Access to personal data is limited to those who need it for legitimate purposes.

### Online and Website Use

We may collect limited technical data through our website, such as usage data and analytics.

Where cookies or similar technologies are used, users will be informed and, where required, consent will be obtained in accordance with applicable laws.

### Reporting Concerns

Any concerns about data protection or privacy should be reported to a trustee or the designated lead.

Data breaches will be managed in accordance with legal requirements, including reporting to the ICO where necessary.

### Responsibilities

**Trustees.** This policy will be reviewed and approved by the Board annually.

Trustees are responsible for:

- Ensuring compliance with data protection legislation
- Providing oversight of data protection risks
- Ensuring appropriate policies and procedures are in place
- Responding to serious incidents and breaches
- Promoting a culture of data protection and confidentiality

### Everyone.

Everyone is responsible to::

- Handle personal data responsibly and in accordance with this policy
- Maintain confidentiality
- Report any concerns or breaches immediately

### Working With Other Organisations

In working with partner organisations, we will:

- Carry out appropriate due diligence
- Ensure data sharing is lawful and documented
- Establish clear responsibilities for data protection

## Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	May 2025	Initial draft approved	Annually
1.1	Board	March 2026	Reviewed, updated and reformatted	Annually

This policy will be reviewed following any data breach or significant change in legislation or organisational activities.

## Statutory Guidance

[ICO – Guide to the UK GDPR](#)

[ICO – Getting started with GDPR \(small organisations\)](#)

[ICO – Data protection principles](#)

Data Protection Act 2018: <https://www.legislation.gov.uk/ukpga/2018/12/contents>

UK GDPR (as retained law): <https://www.legislation.gov.uk/eur/2016/679/contents>

## Useful Links

[ICO – Homepage](#)

[ICO – Your data protection rights](#)