

SCOTTISH SPCA PRIVACY NOTICE

ANIMAL GUARDIANS –

CHILD-FRIENDLY VERSION

This is a child-friendly version of our Animal Guardians Privacy Notice which you could read with your parent, carer or another responsible adult (like a teacher).

We really want to make sure that this is easy to read and that you understand it, so please let the person you're working with from the Scottish SPCA know if you have any comments or questions about this Privacy Notice.

What is this Privacy Notice all about?

This Privacy Notice tells you what personal data the Scottish SPCA (also called the SSPCA):

- 🐾 Collects about you
- 🐾 Why we collect it
- 🐾 What we do with it
- 🐾 What you can do about it

What is Personal Data?

Personal data is information which identifies you either by your name or just as an individual child. **Personal data** can include things like your name, age and where you live. It could also include more sensitive **personal data** such as details about your health.

Who is this Privacy Notice for?

This Privacy Notice is for children and young people who take part, or are thinking of taking part, in the Scottish SPCA's Animal Guardians programme.

Who are we?

When we say '**Scottish SPCA**', '**we**' or '**us**' in this Privacy Notice, we are referring to the Scottish Society for the Prevention of Cruelty to Animals which is a registered charity and company in Scotland.

The Scottish SPCA is called the "**controller**" of the personal data that you provide us. This means that we are responsible under the law for your personal data which we collect.



What Personal Data do we collect?

Personal data that we collect from you could include your:

- 🐾 Name
- 🐾 Age
- 🐾 Gender (e.g. female)
- 🐾 School name, school year and class
- 🐾 Contact details of your parent/carer – this includes things like a phone number, email address and postcode
- 🐾 The name and contact details of organisations involved with you, this includes people like a social worker, mental health professional, or a teacher
- 🐾 Details about the behaviour you've shown towards animals

We might sometimes also collect some more sensitive personal data about you like:

- 🐾 Information about your health or health of your family
- 🐾 Criminal offences and/or criminal convictions data, this could, for example, include contact you've had with the police

How is your Personal Data collected?

We might get your personal data from you and/or from your parent or carer.

We also sometimes get your personal data from other organisations or people, such as your social workers, mental health professionals and schools.

Why we collect your Personal Data

Examples of why we collect your personal data include:

- 🐾 To see if the Animal Guardians programme is suitable for you
- 🐾 So you can take part in the Animal Guardians programme
- 🐾 If you agree, so we can share your details with Edinburgh University for them to do some research into the Animal Guardians programme
- 🐾 To end our time with you
- 🐾 To find out what you thought about the Animal Guardians programme

How do we use your Personal Data?

When we collect and use your personal data we need to follow special rules.

The rule we use to collect and use your personal data for the Animal Guardians programme is called **Consent**.

What is consent and what does it mean?

Consent means you or, depending on your age and understanding, your parent/carer agrees to the processing of your personal data for a particular purpose, in this case, for the Animal Guardians programme.

You can change your mind at any time and you can also decide that you don't want to be part of the Animal Guardians programme.

Sometimes, we might use other rules, for example, if you've been referred by someone else and we want to contact you. These rules include:

- 🐾 **Legitimate interests;** this means that we need to think about why the Animal Guardians programme needs your personal data and make sure that we've thought carefully about your rights, what you would expect us to do with your personal data, and not go ahead unless it's still appropriate to do so.
- 🐾 Or occasionally, where we need to follow specific laws or where we need to protect you (or someone else), for example in a medical emergency or for our official purposes which are in the public's interest.

How do we use your sensitive Personal Data?

The data protection rules also tell us that we must follow extra rules when we collect and use more sensitive personal data about you, like about your health, or about any dealings you've had with the Police. We'll only process this kind of personal data where it's relevant. The rules we follow for this is usually **Explicit Consent**.

What is explicit consent?

Explicit consent means clear consent with you or your parent/carer in the form of a written agreement.

Just occasionally, we might need to follow one of the following rules instead:

- 🐾 Where it is in the public's interest to protect children and individuals who are at risk
- 🐾 So we can make sure we provide a service which is open to everyone (called 'equal opportunities monitoring')
- 🐾 To prevent or identify acts which are against the law
- 🐾 Where we need to follow specific laws, or where we need to protect you or someone else, such as in a medical emergency when you are unable to give your consent
- 🐾 Where there is a legal claim
- 🐾 Where the information has already been made public by you

Data Sharing with Edinburgh University - You can also decide whether or not you agree to us sharing some of your personal data with Edinburgh University. You do not have to do so and you can still take part in the Animal Guardians programme no matter what you decide.

You can read more about this in the Animal Guardians booklet.



Data security

We always make sure that we keep your personal data really safe and secure. If you want to know more about this you can always contact the Animal Guardians team and/or our Data Protection Officer.

Data retention

We will only keep your personal data for as long as we need to and after that time we'll be sure to safely and securely delete it. The usual length of time we will hold it for is:

- 🐾 6 years from the end of the programme – for your referral details and any correspondence (such as emails/phone calls)
- 🐾 From the date you reach 18 years old + 6 years – for the details of our one-to-one sessions with you.

In some circumstances we will anonymise your personal data. This means that the personal data will be deleted so that you cannot be identified.

Your rights

You have some rights under the law which means that:

- 🐾 You can ask how we use your personal data
- 🐾 You can ask us for a copy of your personal data which we hold
- 🐾 You can ask us to change any personal data which you think is wrong
- 🐾 You can ask us to remove personal data when it isn't needed
- 🐾 You can ask us to only use your personal data in particular ways
- 🐾 You can ask us to transfer your personal data to another organisation or individual.
- 🐾 You can object to us processing your personal data.

You can contact us if you want to use one of your rights. Sometimes the law may have a reason why we can't do what you are asking us to do but we will always let you know.

We may need to ask for some information from you to help us make sure you are who you say you are – we'll let you know if so.



Data Protection Officer ('DPO')

We have a person called a Data Protection Officer or DPO. The DPO knows all about the rules for protecting your personal data and helps to make sure that the Scottish SPCA follow these.

If you have any questions about this privacy notice or how we look after your personal data, you can contact the Scottish SPCA's DPO, Mike Flynn:

Mike Flynn, DPO

Scottish SPCA

Kingseat Road

Halbeath

Dunfermline

KY11 8RY

☎ 03000 999 999

✉ feedback@scottishspca.org

Information Commissioner's Office ("ICO")

You also have the right to make a complaint at any time to an organisation called the Information Commissioner's Office or ICO. The ICO make sure that all organisations in the UK follow the data protection rules. You can contact the ICO:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire, SK9 5AF

☎ 0303 123 1113

ICO website: <https://www.ico.org.uk>

Changes to this privacy notice

We may need to make changes to this privacy notice at any time, and we will provide you with a new privacy notice when we make any big updates. We will also let you know in other ways from time to time about the processing of your personal data.

Right to withdraw consent

Where you or your parent/carer have provided consent to the collection, retention, and other ways of processing your personal data, you can always change your mind at any time. If you change your mind, you can contact the DPO. After that, we won't process your personal data or share it any longer, unless we have another legal reason for doing so.

