



## **Search & Rescue Dog Association Scotland (SCIO) Privacy Policy**

### **Protecting your personal data**

1. This document outlines our data policies and processes. If you have any questions, requests or concerns relating to your personal data privacy please contact the Secretary:  
[secretarysardascotland@gmail.com](mailto:secretarysardascotland@gmail.com)

### **About us**

2. The Search & Rescue Dog Association Scotland (SCIO) is a Scottish Charitable Incorporated Organisation and a registered charity (SC048690). Its Objects are:
  - To relieve the distress and suffering of persons endangered by accidents or natural hazards or lost in the mountains and countryside of Scotland and in furtherance therefore but not otherwise.
  - To provide a service to help in the efficient search for and rescue of persons in danger or lost anywhere where a search is practicable.
  - To help educate the public, through talks and demonstrations, about the use and dangers of the outdoor environment.

### **Personal data – what is it?**

3. Personal data is information which relates to an identifiable person who can be directly or indirectly identified.

### **Sensitive personal data**

4. We do not normally collect or store sensitive personal data (such as information relating to health, beliefs or political affiliation). However there are some situations where this will occur (e.g. if you volunteer with us). If this does occur, we will take extra care to ensure your privacy rights are protected.

### **Why we collect and process personal data:**

5. We may collect and process your personal data for one or more of the following purposes. Either because it is:
  - necessary for our legitimate interests in fulfilling the Objects of SARDA Scotland
  - necessary for a contract we have with you
  - necessary to comply with the law
  - necessary to protect someone's life
  - or if we have your consent.
6. Any personal data you provide will only be used for these purposes. SARDA Scotland may share your personal data with other members

and volunteers of SARDA Scotland. This will only be where it is necessary for the efficient and/or effective administration of the Association. In the event of callouts, we may also share dog handlers' personal data with another mountain rescue team's search manager, leader, Police Scotland or other emergency agency. Otherwise, personal data held by us will not be passed to any third parties.

### **Your information**

7. We may hold personal information about you if you:
  - are a member, an aspirant member or an honorary member of SARDA Scotland or have been a member of SARDA Scotland or SARDA Highland (a predecessor Association)
  - are a volunteer for us
  - receive payments from us
  - have written to us
  - visit our web site
8. The type and quantity of information we collect and how we use it depends on why and how you are providing it.
9. Members: we usually collect:
  - Your name
  - Your contact details (address, 24/7 phone numbers and email)
  - Your bank details (for making payments to you)
  - Photograph of you for identity card and/or public relations purposes
  - Details of next of kin contacts, medical conditions etc.
10. Supporters and Honorary Members: if you support us, for example by making a donation or acting as a volunteer, we usually collect:
  - Your name
  - Your contact details (address, phone numbers and email)
  - Your bank details, if we make payments to you
  - Photograph of you, if we provide you with an identity card
11. If you volunteer as a casualty, we may also ask for information relating to your health.
12. If you make a donation to us through "Just Giving", any personal data you provide is subject to the terms of their Privacy Notice (for more details see <https://www.justgiving.com/info/privacy-policy-versions/privacy-policy-v20>).
13. We will not hold personal data on people under 18 years old.

### **When we collect your information**

14. We collect information in a number of ways:
  - when you visit or submit an enquiry to us through our web site
  - when you write to us
  - when you make a donation

- when you apply to become an aspirant member
- when you undergo assessment
- when you gain a SARDA Scotland certificate as a full member
- when you make a complaint
- when investigating potential misconduct, mismanagement or misrepresentation
- when seeking references about you from appropriate referees, e.g. a leader of an aspirant member's mountain rescue team
- when taking photographs or videos of training or operations

### **How we may use your data**

15. Some of the usual ways we may use your information include:

- Organising and recording training
- Organising and recording assessments
- Administering the Association, e.g. organising meetings
- Considering aspirants suitability for membership from personal references
- Keeping members, volunteers and aspirant members informed on our activities, or Scottish Mountain Rescue activities, including keeping records of meetings
- Acknowledging receipt and sending a thank you for your donation
- Providing mobile phone numbers of dog handlers to Police Scotland, mountain rescue teams or other search managers for handlers out on call
- Operation of and updating of our web and FaceBook sites

### **Photography and video**

16. We may use or store photographs, audio and video data taken during training for promotional and archive purposes. When this is done, we will ensure data subjects involved are aware this is happening and the context in which the photos, audio or videos will be used.

### **Just Giving**

17. We offer the use of "Just Giving" for donations. If you donate through them, they manage your donation in accordance with their privacy policy. This is available at: <https://www.justgiving.com/info/privacy-policy-versions/privacy-policy-v10>

### **How long we hold your personal data.**

18. We may hold your personal data for as long as:

- you are a member, honorary member, or volunteer
- you contribute to the Objects of SARDA Scotland
- you are in correspondence with us
- is necessary for the purposes mentioned at para 5
- is necessary to comply with any legal requirements on us. For donations this is 6 years after the end of the financial year in which the donation is made

19. We may hold some personal data indefinitely, e.g. relating to the

history of SARDA Scotland. If so, it will not be used in connection with decisions affecting particular individuals, or in a way that is likely to cause damage or distress. Notwithstanding this, such data will be deleted when it is no longer needed for historical, statistical or research purposes.

### **Security**

20. We use software to help maintain the security and performance of our website. To deliver this service it processes the IP addresses of visitors to the website.

21. We implement security measures appropriate to risks we have identified. These ensure the confidentiality, integrity and availability of personal data held or processed by us.

### **Links to other web sites**

22. Our web site contains links to other web sites. This privacy notice does not cover the links within our site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

### **Complaints**

23. You can complain to us by contacting [secretarysardascotland@gmail.com](mailto:secretarysardascotland@gmail.com). If you are not happy with our response, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissioner's Office which regulates and enforces data protection law in the UK. Details of how to do this can be found at [www.ico.org.uk](http://www.ico.org.uk)

### **Changes to this policy**

24. We may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal data we will make this clear on our website.

25. This Privacy Policy was last updated on 17 January 2020.