



Ecology Detection Dogs
Britain and Ireland Working Group

General Data Protection Regulation

I. Introduction

1.1 The Ecology Detection Dog of Britain and Ireland Working Group is committed to protecting and respecting your privacy. We take your privacy seriously and you can find out more here about your privacy rights and how we gather, use and share your personal information – that includes the personal information we already hold about you now and the further personal information we might collect about you, either from you or from a third party. How we use your personal information will depend on the services we provide to you.

1.2 We make sure that we apply the best standards to protect your personal information. If you have any questions about how we use your personal information we can be reached by email at millie@geckoella.co.uk or by post to Geckoella Ltd, Suite 323, 7 Bridge Street, Taunton TA1 1TG.

1.3 This Privacy Notice provides up to date information about how we use your personal information and will update any previous information we have given you about using your personal information (also referred to as personal data). We will update this Privacy Notice if we make any significant changes affecting how we use your personal information and if so we will contact you to let you know about the change.

1.4 See section 3 Your Privacy Rights for more information about your rights and how we can help you.

1.5 The rules on the processing of personal data are set out in the General Data Protection Regulation (the “GDPR”).

Definitions:

Data controller – a controller determines the purposes and means of processing personal data.

Data processor – a processor is responsible for processing personal data on behalf of a controller.

Data subject – Natural person

Categories of data - Personal data and special categories of personal data.

Personal data – The GDPR applies to ‘personal data’ meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example name, passport number, home address, or private email address. Online identifiers include IP addresses and cookies.

Special categories of personal data – The GDPR refers to sensitive personal data as ‘special categories of personal data (as explained in Article 9 of GDPR). The special categories specifically include genetic data, and biometric data were processed to



uniquely identify an individual. Other examples include racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, and religious or philosophical beliefs.

Processing – means any operation or set of operations which is performed on personal data or sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Third party – means a natural or legal person, public authority, agency, or body other than the data subject, controller, processor, and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

2. About us

2.1 We are what is known as the 'controller' of personal information we gather and use. This means we decide how your personal data is processed and for what purposes. When we say 'we' or 'us' in this Privacy Notice, we mean The Ecology Detection Dog of Britain and Ireland Working Group.

3. Your privacy rights

3.1 Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to withdraw your consent to the processing at any time, where consent was your lawful basis for processing the data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability), (where applicable, i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics).



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3.2 You can make a complaint to us by emailing millie@geckoella.co.uk or by writing to The Secretariat, Detection Dog Working Group, Geckoella Ltd, Suite 323, 7 Bridge Street, Taunton TA1 1TG.

3.3 You can also make a complaint to the data protection supervisory authority, the Information Commissioner's Office, at <https://ico.org.uk>.

3.4 To make enquires for further information about exercising any of your rights in this Privacy Notice please contact us by emailing millie@geckoella.co.uk or by writing to the Secretariat, Detection Dog Working Group, Geckoella Ltd, Suite 323, 7 Bridge Street, Taunton TA1 1TG.

4. What kinds of personal information do we use

4.1 We use a variety of personal information depending on the services we deliver to you. We often may need to use your name, address, and contact details.

4.2 For some services we might need additional information, for example:

- bank details for payments
- information to allow us to check your identity and information about your credit history.
- proof of identity - anti-money laundering
- fraud prevention, anti-money laundering and to meet legal obligations.
- any other information that is relevant to be able to provide the contracted services to you, meet or enforce a legal obligation, or where it is fair and reasonable for us to do so.

4.3 We use your personal data for the following purposes:

- To maintain contact and communication with you during the course of a potential or new project.
- To maintain our own records and accounts.
- To inform you of news, events, or activities.
- To purchase goods, materials, and services from you.

4.4 Sometimes when we ask for your personal information needed to enter into a contract with you or to meet a legal obligation (such as a credit check), we will not be able to provide some services without that personal information.

5. How we gather your personal information

5.1 We obtain personal data from you directly, your employees, or from publicly available data from websites.



6. How we use your personal information

6.1 To provide you with any services we need to know your name, address, and contact details. We sometimes need to gather, use and share additional personal information for specific purposes, which are set out in more detail below.

6.2 To operate and administer our services, including dealing with your complaints and rectifying problems, we will use your contact details.

- We use your information in this way because it is necessary to perform our contract with you and to meet our legal obligations.

6.3 To administer payments from you, we will use your contact details and the payment details that you have provided to us.

6.4 For financial management and debt recovery purposes, we will use your contact details.

- we will give information to and receive information from third parties where that is necessary to recover debts due by you to us, for example, other banks, debt recovery agents, our accountants, our solicitors, credit reference agencies, and sheriff officer or bailiff services. This might include passing personal information about you to a third party who we have transferred your debt to, and who will then contact you directly to collect that debt. If your debt is transferred to a third party you will be advised of the identity of that third party.
- we use your information in this way because it is necessary to perform our contract with you, to exercise our legal rights, and because it is fair and reasonable for us to do so.

6.5 To carry out market research and analysis to develop and improve our products and services we will use information about how you have used our services.

6.6 To market products and services to you from us we will use:

- the contact details you have provided to us.
- information we have gathered from your use of our other products and services to form a profile of you which we will use to assess what other services would be most beneficial for you.

6.7 Personal information requirements for business customers:

For business customers, we will use personal information about key individuals in the business, so we can operate and administer the services which we provide to the business – to do this we will use:

- personal information about key individuals who are either a sole trader of the business or are a proprietor, director, company secretary, board member,



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partner, member, committee member, trustee, controller, beneficial owner or authorised signatory to the account of the working group.

- we may hold personal information on key individuals for the purposes of operating and administering services which we provide to the working group, as well as for the purposes of debt recovery purposes, and to make credit decisions about the working group.

6.8 Personal information on key individuals is obtained directly from the key individual, from the business to which the key individual is linked and from the key individual's dealings with any member of the Ecology Detection Dog Working Group.

7. Our legal basis for using your personal information

7.1 We only use your personal information where that is permitted by the laws that protect your privacy rights. We only use personal information where:

- we have your explicit consent (if consent is needed);
- we need to use the information to comply with our legal obligations;
- we need to use the information to perform a contract with you;
- and/or it is fair to use the personal information either in our interests or someone else's interests, where there is no disadvantage to you – this can include where it is in our interests to contact you about services, market to you, or collaborate with others on a project or to improve our services.

7.2 Where we have your consent, you have the right to withdraw it. We will let you know how to do that at the time we gather your consent. See *Section 10 Keeping you up to date*, clause 10.2 for details about how to withdraw your consent to marketing.

8. Sharing your personal information with or getting your personal information from others

8.1 Your personal data will be treated as strictly confidential and will be shared only with the board, administrative, and finance staff where necessary.

8.2 We will share the necessary elements of your personal information with members of our project team to allow them to be able to provide the contracted services to you, or to meet or enforce a legal obligation or where it is fair and reasonable for us to do so. We will only share your personal information to the extent needed for those purposes.

9. How long we keep your personal information for



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9.1 How long we keep your personal information for depends on the products and services we deliver to you. We will never retain your personal information for any longer than is necessary for the purposes we need to use it for.

9.2 We keep your personal data for no longer than reasonably necessary. Legally we review the membership each year after the completion of a project. In some circumstances we will hold personal information for longer where necessary, for active or potential legal proceedings, to resolve or defend claims.

10. Keeping you up to date

10.1 We will communicate with you about services we are delivering using any contact details you have given us - for example by post, email, text message, social media, and notifications on our website.

10.2 Where you have given us consent to receive marketing, you can withdraw consent, and update your marketing preferences by emailing millie@geckoella.co.uk or by writing to the Secretariat, Detection Dog Working Group, Geckoella Ltd, Suite 323, 7 Bridge Street, Taunton TA1 1TG.

11. Providing us with your personal data

11.1 You are under no statutory or contractual requirement or obligation to provide us with your personal data, but failure to do so will have the following consequences:

- reduce or prevent communication with you during the contract;
 - delay or prevent payment for goods and services.
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12. Your online activities

12.1 We may use cookies to track your use of our website [Ecology Detection Dogs Britain and Ireland Working Group](#). We may use cookies to provide tailored marketing messages when you are on our website, if you have given us consent.

12.2 Find out more about cookies:

- A cookie is a small file that is sent to your browser and stored on your computer's hard disc and helps us understand and track your use of our websites and where we can improve the information and services provided. We use cookies solely to gather information on IP addresses, to analyse trends, administer the website, track your movements on the website and gather broad demographic information for aggregate use.
- For information about blocking the use of cookies, please refer to the instructions/help screen on your internet browser. Please note that you may not be able to use or access certain parts of the website or online services if you block the



use of all cookies.

13. Transfer of Data Abroad

13.1 We do not generally transfer personal data outside the EEA, unless on a project by project basis where the client or main supplier is a company based outside the EEA, in which case project team contact details may be shared with them for communication purposes only.

14 Automated Decision Making

14.1 We do not use any form of automated decision making in our business.

15. Further processing

15.1 If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

16. Changes to our privacy policy

16.1 Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our privacy policy.

17. How to make a complaint

17.1 To exercise all relevant rights, queries or complaints please in the first instance by emailing millie@geckoella.co.uk or by writing to the Secretariat, Detection Dog Working Group, Geckoella Ltd, Suite 323, 7 Bridge Street, Taunton TA1 1TG.

17.2 If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioners Office on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

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March 2022