



DATA PRIVACY NOTICE

Details of the personal data controller:	Hurst Hedgehog Haven (HHH) 61 High Street Hurstpierpoint West Sussex BN6 9RE
Personal data is collected from the following data subjects:	<ol style="list-style-type: none"> 1) HHH rescue volunteers. 2) HHH release site volunteers. 3) Members of the public transferring a hedgehog to HHH. 4) Organisations or individuals providing rehabilitation support to HHH.
The following kinds of personal data is processed (relative to the data subjects listed above):	<ol style="list-style-type: none"> 1) Name, address, contact telephone. 2) Name, address, contact telephone. 3) Name, address, contact telephone. 4) Name, address, contact telephone. <p>HHH does not process special category or criminal conviction data.</p>
Personal data is processed for the following purposes:	<p>To enable rescue volunteers to communicate with each other, with release site volunteers, with members of the public in relation to returning a hedgehog to the found location and with organisations or individuals providing treatment or rehabilitation support to HHH.</p> <p>In relation to found locations, to enable the organisation to gather knowledge about local hedgehog presence and maintain a database of potential release sites.</p>
The legal basis for processing personal data is:	Legitimate interest.
Personal data is shared in the following ways:	<p>All personal data is shared between rescue volunteers (only) as necessary.</p> <p>With consent, rescue volunteer personal data may be shared with HHH release site volunteers, members of the public transferring a hedgehog to HHH and organisations or individuals providing treatment or rehabilitation support to HHH as necessary.</p>
Personal data is kept securely in the following ways:	<p>Paper based records – In the private dwelling hospital rooms of rescue volunteers and then on hedgehog discharge, transferred to a single rescue volunteer private dwelling, locked, archive store.</p> <p>Electronic computer records – Held on a single rescue volunteer personal computer that is backed-up monthly, requiring personal login details and with firewall and antiviral protection software installed.</p> <p>Email, WhatsApp or text messaging between rescue volunteers - On rescue volunteer personal devices, requiring personal login details. WhatsApp messages are end-to-end encrypted.</p>
Personal data is kept for the following retention periods:	<p>Paper based records – Until they are transferred into electronic record form, a maximum 1 month period.</p> <p>Electronic computer records – Indefinitely (for as long as the organisation is in operation).</p>

	Email, WhatsApp or text messaging between rescue volunteers – Any message containing the personal details of 2, 3 or 4 data subjects, only until the intended recipient has received the information and used the information for its intended purpose.
When it is no longer necessary to keep personal data, it is destroyed in the following ways:	Paper based records – Shredded. Electronic computer records – Deleted, including from any back-up repository. Emails or WhatsApp / text messaging between rescue volunteers – Deleted.
Information Commission's Office (ICO) registration:	As a not-for-profit organisation, HHH is not registered with the ICO.
Data Protection Officer (DPO):	As the core activities of the organisation do not meet appointment criteria, HHH does not have a designated DPO. However, if you wish to contact HHH about any matter concerning your personal data, or to enact any of your data subject rights, such as access, correction or erasure of your personal data, please contact:
Data subject rights:	Ann Winney 61 High Street (as above) Tel 07787 515296
Concerns about the way we handle your personal data:	In the first instance, you should contact HHH using the contact details given above. We will endeavour to address and allay your concerns but if you are dissatisfied with our response, you can contact the ICO: https://ico.org.uk/make-a-complaint/

February 2023