



Privacy Notice for The Sheffield Cats Shelter Limited.

Put simply, we only use your personal information so that we can keep in touch with you about things to do with the shelter.

It's really important to us that we help you understand why we need to hold some of the information you give to us. We can't work without holding any personal information, but we always try to minimise the amount we need to keep, both for your protection, and to keep things simpler for us.

We never pass your information to third parties except in the following cases:

- * We sometimes need to use another company to help provide services. These include email services to send emails and newsletters, and Gift Aid processing services to claim tax back on eligible donations. We always make sure there are appropriate controls in place regarding how these companies handle your information, and to ensure they never use it for non-shelter purposes.
- * We may need to disclose your information if required to by law.
- * If we have obtained your permission to do so.

We will never sell your information to a third party.

We keep the information only for as long as absolutely necessary, and then it is destroyed. You can ask us at any time for details of any of your information we're currently holding, and you can ask us to change or delete it at any time. You can also ask us for further information about exactly why we're holding information on you, if you'd like us to go into more detail.

There are several reasons why we need to collect your data:

If you've told us you have a cat that needs to be admitted to the shelter.

We'll store any information you give us until the cat is admitted to the shelter, but if the cat has still not been admitted after a year of you first contacting us, we'll get back in touch with you to see if you'd like to stay on the admittance waiting list. Once the cat has been admitted (or you tell us the cat has found a home elsewhere), we'll securely dispose of any data you gave us, except in some cases where we may ask for the cat's medical records to be transferred to our vets. We'll only do this with your permission.



If you've told us you'd like to adopt a cat from the shelter.

We take information from you about where you live, if you have any other cats, and so on, but we don't need to keep any of this forever, so we don't. We hope that as an adopter you'll be interested in hearing about the shelter in the future, so we give you the opportunity to opt in to hearing from us regularly via email. Once you've adopted a cat from us, we keep that section of the form so that if at some point you ask us why you're on the mailing list, we can find the form you signed. We will also keep details of the cat's "shelter name", a new name if applicable, the post code of the home that the cat has gone to, and the date the cat has been adopted. It is important that we keep this information for our records.

If you've told us you'd like to volunteer at the shelter.

We're lucky enough to have such interest in the volunteer scheme that we keep a waiting list. We'll keep hold of your application form for a year, and if at the end of that time, you're still on the waiting list, we'll contact you to see if you'd like to stay on the list.

If you become a regular volunteer with us, we will have you complete an induction form on your first day. We will keep this information until you finish your time volunteering with us.

If you've told us you'd like to join our foster scheme.

Once you join our foster scheme, we'll hold onto your contact details for as long as you wish to foster. You can stop fostering at any time, at which point we'll destroy the information we've been holding.

If you join our Sponsor a Cat scheme

You'll be asked to set up a direct debit on the payment website and we will use this information to post your sponsorship pack out to you, unless you request us not to. We will use your email address to send you relevant information about your sponsorship membership if and when necessary, and to add you to our mailing list. We never force anyone to join the mailing list, and you can unsubscribe at any time.

If you ask to join our mailing list.

From time to time we like to contact our friends and supporters about shelter news, events, and opportunities to support our work. You can opt in to being contacted by us by email or post by filling in a form in the shelter, and you can also join our email list by subscribing online. We never force anyone to join the mailing list, and you can unsubscribe at any time.



If you donate money to the Shelter.

We will use the information you give to us to process your gift and to thank you for your support. We may also contact you if we have any questions about your gift. To ensure we're able to process donations online in a way that's easy, safe, and convenient for you, we use third party gift processing sites Golden Giving and Justgiving to process online gifts. If you opt in to receiving further contact from the shelter during the checkout process, we'll add your details to our mailing list. You're free to unsubscribe at any time by contacting the shelter as detailed below.

If you register with us for Gift Aid on any donations you give.

Gift Aid means that we can claim extra tax back from the government on any donation you give to us. For us to be able to do this, we need to hold onto the information you give us. We will keep this indefinitely, but you can ask to be removed from our Gift Aid scheme at any time. You'll hear from us once a year, when we give you information about how much you've donated, and how much tax we managed to claim on those donations.

If you apply for a job with us.

We'll keep your application form until someone accepts the job you applied for. At that point, unsuccessful applicants will be informed, and we securely dispose of all application forms from unsuccessful applicants. We're sorry, but we are unable to keep hold of CVs, etc, from unsuccessful applicants.

From time to time, we may use your information for new uses not previously covered by our privacy policy. If this happens at some time in the future, we will post the policy changes on this page. If you are concerned about how your information is used, you should check this page periodically. We will only use data collected from the time of the policy change onwards for these new purposes.

If you need to contact us about any of your information, you have a few options:

email us at info@thesheffieldcatsshelter.org.uk

call us on 0114 272 4441 any day between 1pm and 3.30pm



THE SHEFFIELD
CATS SHELTER

Alternatively, you can pop in or write to us at:

The Sheffield Cats Shelter

[1 Travis Place](#)

[Sheffield](#)

[S10 2DB](#)

Someone will respond as soon as possible, and at most, within one month.