

Privacy Notice

The Off Grid Cat Ltd

To deliver our services, we have developed a contact Database of clients, of The Off Grid Cat, individuals, and organisations who we have previously interacted with us in hosting our activities, attending our events, purchasing our products.

We have developed this privacy notice to be as transparent as possible about the Database and the personal information contained within. This privacy notice has been written for the individuals whose personal information is contained in the Database (referred to in this notice as “you”). We treat data privacy very seriously and comply with all aspects of the UK’s data protection legislative framework which includes the UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018. This privacy notice tells you what to expect us to do with your personal information when you contact us or use one of our services.

Data Controller

The UK GDPR applies to controllers. The Off Grid Cat is the controller for the personal information we process, and we therefore determine the purpose and means of processing personal information.

What information does this privacy notice contain?

We ask that you read this privacy notice carefully as it contains important information about:

what personal information is stored in the Databases.

- how and for what purposes the personal information held in the Databases is used (this is known as processing).
- the lawful basis for such processing.
- how and from where we collect your personal information.
- who has access to the information contained in the Databases.
- third parties with whom we may share your personal information.
- how long we keep your personal information.
- how you can manage your communication preferences; and
- where to find out more information about your privacy rights

What personal information do we collect and store in our database?

The following categories of personal information are held in the Database:

- first and last name
- your preferred salutation
- contact address(es)
- contact email addresses(es)
- contact telephone number(s)

What is the personal information used for?

The main purpose of the Database is to enable us to manage our communications with people and organisations that wish to hear from us. Our database also contains information on individuals, and stakeholders. Using the personal information in the database we can send communications that we think will be of interest to you by email, phone, SMS, post, social media, and other digital channels. The use of the shared central Databases avoids unnecessary duplication. The Database also has a facility which enable you to manage the communications you receive more effectively.

We can also use the Database to provide insight and analysis to help us to continually improve the effectiveness of our communications, develop the products and services we offer, monitor the reach of our communications and the diversity of the recipients, and provide reports to regulators.

The Off Grid Cat will only use appropriate personal data necessary to fulfil a particular purpose.

Where do we obtain personal data from?

The personal information contained in our database has initially been developed from information provided by individuals and organisations who we have engaged with. The information contained in the Database may be added to with information that has come from a variety of sources including:

- information obtained directly from you
- information that is generated by us and The Off Grid Cat in the Databases, such as your interests and communication preferences.

The legal basis

We will only store your personal information in the database where we can do so lawfully. The data protection legislative framework provides for a limited number of reasons for processing personal information.

We are relying on the following lawful bases to process general information:

- where we have your consent
- where our processing of your personal data is in the public interest
- where our processing of your personal data is necessary for our legitimate interests or those of a third party and are not overridden by your privacy rights

Who can access your personal information?

The Off Grid Cat takes the security of all personal data under our control very seriously. We will ensure that appropriate policy, training, technical and procedural measures are in place to ensure that data is stored securely, that we protect our electronic information systems from data loss and misuse, and only permit access to them when there is a legitimate reason to do so, and then under strict guidelines as to what use may be made of any personal data contained within them.

Who do we disclose personal data to?

This section of the privacy notice provides details of third parties with whom we may share the personal information contained in the Database.

We sometimes need to share information with the individuals we process information about and other organisations. Where this is necessary, we are required to comply with all aspects of the legislation.

Your communication preferences

The Database offers us functionality that enables you to determine your communication preferences, both regarding the format of the communication, the topic, and which organisations you would like to hear from. Please visit the link on the communication received to update or amend your communications preferences at any time. Please note that it may take up to a week for any changes to be processed.

How long we will keep your personal information?

The data protection legislative framework places an obligation on us to review the length of time for which we keep personal information. We are only able to keep your personal information for as long as it is necessary for us to do so. We only intend to keep your information in an identifiable form in the Database while you remain happy to keep receiving communications from us, or while you wish to be informed of volunteering opportunities. In line with our Data Protection Policy in ensuring that personal data is kept for no longer than necessary, The Off Grid Cat reviews data on an annual basis and archives data that is no longer necessary.

What are your rights in relation to your personal data which is handled by us?

You have several rights in relation to the personal information held in the Database. If you wish to exercise any of the rights, please contact The Off Grid Cat in one of the ways mentioned below.

Individuals have the following rights:

- (i) The right to be informed.
- (ii) The right of access
- (iii) The right to rectification
- (iv) The right to erasure
- (v) The right to restriction of processing
- (vi) The right to object to processing
- (vii) The right to data portability (viii) The right to withdraw consent

(i) Right to be informed.

You have the right to be informed about the collection and use of your personal data. The Off Grid Cat must provide you with information including purposes for processing your personal data, retention periods for that data, and who it will be shared with. This is called 'privacy information.'

(ii) Right of access

You can obtain a copy of your personal data held by The Off Grid Cat.

You are also entitled to obtain confirmation as to whether data concerning you is being processed by The Off Grid Cat. Where that is the case, you are entitled to the following information subject to exemptions:

- The purposes of and legal basis for the processing *
- The categories of personal data concerned
- The recipients to whom the personal data has been disclosed
- The period for which it is envisaged that the personal data will be stored
- Communication of the personal data undergoing processing and of any available information as to its origin.

***Please note** that ‘processing’ means an operation or set of operations performed on personal data such as collection, The Off Grid Cat, organisation, structuring, storage, adaption, alteration, erasure, restriction, retrieval. Proof of ID and any further information needed to locate the information may be required before The Off Grid Cat can comply with your request.

Any request for the above information should be in writing or by emailing The Off Grid Cat we will aim to respond within one month of receipt of the request.

(iii) Rectification of data

You can request The Off Grid Cat to rectify inaccurate personal data relating to you. If the data is inaccurate because it is incomplete, The Off Grid Cat must complete it if it is required to do so by you.

A request should be made in writing to ‘The Cat, The Off Grid Cat Ltd, Brook Farm, Heol Creigiau, Efail Isaf, CF38 1BG and a response will be sent within one month.

(iv) Erasure or restriction of personal data

You can request that The Off Grid Cat erase your data or restrict any processing of your data. You should be aware that if we erase your data, we will have no The Off Grid Cat of the fact that you have asked not to receive communications from us.

It is therefore possible that you may start receiving communications from us at some point in the future if we obtain your details from a different source.

(v) The right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances. You can limit the way The Off Grid Cat uses your personal data if you are concerned about the accuracy of the data or how it is being used. If necessary, you can also stop us from deleting your data. Together, these opportunities are known as your 'right to restriction.'

(vi) The right to object to processing

You have the right to object to The Off Grid Cat processing of personal data, under certain conditions. This effectively means that you can stop or prevent us from using your data. However, it only applies in certain circumstances such as using personal data for direct marketing purposes or statistical purposes, and we may not need to stop if we can give strong and legitimate reasons to continue using your data.

(vii) The right to data portability

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us to another or give it to you. This is known as the right to data portability. The right only applies if we are processing information based on your consent or under, or in talks about entering a contract and the processing is automated.

You have the right to get your personal data from us in a way that is accessible and machine-readable, for example as a word document.

(viii) The Right to withdraw consent.

Where our processing of your personal information is based on your consent, you have the right to withdraw it at any time. Please contact us if you want to do so.

How to contact Us

Any individual with concerns over the way The Off Grid Cat handles their personal data may contact us at the below address:

E-mail us at : meow@theoffgridcat.co.uk

Call us : +44 7561 300358

Or write to us: The Off Grid Cat Ltd, Brook Farm, Heol Creigiau, Efail Isaf, CF38 1BG

If you feel that we have not addressed your concern in a satisfactory manner you may raise your concerns with the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office – Wales

2nd Floor, Churchill House

Churchill Way

Cardiff

CF10 2HH

Telephone: 0330 414 6421

Email: wales@ico.org.uk

Website: <https://ico.org.uk/make-a-complaint/>

Changes to this privacy notice:

This privacy notice was last updated on **5th November 2024**. We keep this privacy notice under regular review and may change it from time to time by updating this page to reflect changes in the law and/or our privacy practices. We would encourage you to check this privacy notice for any changes on a regular basis.