HAWARDEN HAPPY HOUNDS LTD Privacy Policy

**Our contact details**

Name: Ms Carol Rowland

Address:The Corner Holding, Rake Lane Hawarden

Phone Number:07730711952

E-mail:carol.rowland@hotmail.com

Web Hawardenhappyhounds

**The type of personal information we collect**

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics
* NAME
* ADDRESS
* EMERGENCY CONTACT PET
* EMAIL
* TELEPHONE NUMBER
* Bank details, paying in only. We cannot gain access to your bank account.

ll people about the type of personal information you collect. Personal information is any information that can be used to identify a living person. For example members’ email addresses, customer financial information, employee data or website user stats. You can find more about [what constitutes personal information](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/what-is-personal-data/) on our website.

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* Information required for Licencing purposes

We use the information that you have given us in order to comply with licensing requirement.

We do not share this information with any individuals, we may share this information with the Licensing dept. only.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Miss Carol Rowland**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**

**How we store your personal information**

Your information is securely stored. On a stand-alone computer, and form stored in a locked cabinet in office.

We keep information completed on the signed form until the animal on the form dies, or until you inform us the information is no longer needed. We will then dispose of your information by shredding machine.

The Licencing dep’t have told us we can dispose of all information after 5 years, if required.

The information on the form is only stored once complete, and agreed to the terms and conditions and signed.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Hawarden Happy hounds , The Corner Holding, Rake Lane, Hawarden CH5 3PN mobile 07730711952 if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at Hawarden Happy Hound Ltd.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>