



HOUNDSLAND PRIVACY POLICY

Accurate and up to Date Personal Data

HoundsLand Ltd must take reasonable steps to ensure that any personal data we hold is accurate and up to date. If any of your personal information changes, please let us know so we can keep you and us compliant.

Contact Details

If you have any queries or requests concerning this privacy policy or how we handle your data more generally, please get in touch with Emily Wickham via email or phone.

How we collect your information

We collect your personal information when you first sign up as a client with us via our New Client Information Pack that you completed on commencement of entering your dog into our care.

Information that we collect on you

We do not collect any information from you other than that requested on our New Client Information Forms. We store your personal information on a spreadsheet on a laptop, which is password protected and encrypted. All paper records are shredded once this data is inputted into the spreadsheet.

Use of your information

HoundsLand Ltd does not use your personal data for any marketing purposes to any other third parties.

Cookies

Our website does not set or access cookies.

Direct Marketing

Where you have given consent or where we have justifiable reasons for doing so we will use your information to let you know about any updates to our business or any special events that we may be running that might be of interest to you. We may contact you to do so by email or phone. Please advise expressly via email if you do not want to receive this information from us.

Retention of your information

We will not retain your information for any longer than we think is necessary. The GDPR does not set out any specific minimum or maximum periods for keeping your personal data. It says we must keep data no longer than is necessary for the purpose we obtained it for. This protects you the individual by making sure irrelevant out of date information is deleted. We will only hold client data for as long as HoundsLand Ltd is retained in the capacity of caring for your dogs.



Disclosure of your information

The information we collect about you will be inputted into our accounting spreadsheet and stored on a password protected and encrypted spreadsheet and laptop. Your information is never shared with third parties. We share your information internally with employees, the only information shared with employees is phone number, address and alarm details to allow them access to the properties on pick up and drop off.

Your rights

Under Data Protection Law, you may have a number of rights concerning the data we hold about you. If you wish to exercise any of these rights please contact Emily Wickham using the contact details set out below. You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we are providing you with the information in this policy. Your individual rights can be viewed here <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

Any changes to our privacy policy

This policy will be available on our website and will be updated as necessary, should any updates be made they will be emailed to you.