

Headington Dog Training Privacy Policy

Introduction

Headington Dog Training is committed to protecting your personal information and respecting your privacy.

For the purpose of the General Data Protection Regulation [the GDPR], the data controller is Helen Stroudley, Headington Dog Training.

We may update this Privacy Policy from time to time. Please check back regularly to see any updates or changes to this Notice.

Data Protection Contact

The contact details for our Secretary for any data protection queries are as follows:

Helen Stroudley
headington.dogtraining@gmail.com
01865-450760

Data Protection Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

Particulars of processing

- We process personal data about dog owners and their dogs that attend classes, are added

to the waiting list for classes and have home visits or attend events.

Your rights as a data subject

The General Data Protection Regulation provides the following rights (subject to some exemptions):

- The right to request access to the personal data that we hold about you;
- The right to request rectification of the personal data that we hold about you;
- The right to request erasure of the personal data that we hold about you;
- The right to request restriction of processing about you;
- The right to object to processing; and
- The right to data portability.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Secretary at the details above.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO) full contact details for which can be found at <https://ico.org.uk/global/contact-us/>

Our data processing activities are registered with the information Commissioners Office.

How we will use information about you

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest [or for official purposes].

We will generally process your personal data for contractual necessity in providing services and events. We may also use personal information for additional relevant and related purposes where you might reasonably expect us to do so, where the benefits of doing so are not outweighed by your own interests or fundamental rights or freedoms. This may include:

- To maintain our records and other administrative purposes, including updating your details and preferences:
- To assist with queries, complaints and dispute resolution;
- For communications related to services

We will ask for your direct consent IF we intend to use your personal data for marketing purposes. Where our processing of personal data is based on your having given consent, you have the right as a data subject to withdraw that consent at any time. If you wish to invoke this right, please notify the Secretary using the contact details set out in Section 2 above.

You have the right to lodge a complaint with a supervisory authority. In the United Kingdom, the supervisory authority is the Office of the Information Commissioner, full contact details for which can be found at <https://ico.org.uk/global/contact-us/>

Recipients of Data

- Data processors agree to implement reasonable contractual and technical protections, to keep your data confidential, not sell your personal data to third parties and to not disclose your personal data to third parties except as may be required by law, as permitted by us or as stated in this Privacy Policy.
- In appropriate circumstances we may disclose data to authorised bodies as required by law.

Visitors to Headington Dog Training website – Cookie Policy

- We use cookies to monitor how people use our websites. We collect these cookies under Legitimate Interests in order to provide you with our online services and to analyse visitor behaviour on our websites.
- Cookie information is held on your browser and you can amend your browser settings at any time. However, please be aware that blocking or deleting all cookies will affect the usability of our website.

Contact details

Please contact the Secretary above if you have any questions or concerns about personal data and privacy matters.

