

GENERAL DATA PROTECTION REGULATION (GDPR) MAY 2018 POLICY

Treat Clients : Data held - client name, address, phone number, email, pet names and breeds. This information is vital in order for me to offer advice regarding what items from my treat list are suitable for pets and for me to be able to deliver the orders. Data is stored on my laptop which is password protected and virus protected and my back up storage. Contact details are used to provide clients with regular information regarding items for sale from my treat list, where I will be delivering and information and news regarding other pet related items or services.

Pet sitting / Dog Walking Clients : Data held – the basic info as listed plus clients also complete an information form giving details needed for me to look after pet eg health, routines, vet details. An agreement form is also signed giving me permission to look after the pet and which vet to visit if pet is ill. . Both forms are stored on my laptop which is password protected and virus protected and on my back up storage. Information sheets and agreement forms are also with me on dog walks in a bag separate from house keys. Contact details are used to provide clients with information regarding work schedules / wellbeing of the pets.

Client information is never passed on to 3rd parties without the permission of the client.

From 25th May 2018, clients have to OPT IN to be on/ remain on my mailing list and after joining the mailing list can opt out again at any time. If they opt out, I remove them from my email distribution list.