



Kent Dog Sitter

Data Protection Policy

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Introduction

At Kent Dog Sitter, your privacy matters to us. We're committed to safeguarding your personal data in compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This Data Protection Policy outlines how we handle and protect your data.

Who is Responsible?

Our Company Director, Briony Towner, oversees our data protection responsibilities. However, safeguarding your data is a collective effort that involves every member of our team.

What data do we collect?

We collect basic information to provide you with the services you request and to manage our team.

This may include:

- Your name, address, and contact details
- Your pet's name, breed, and medical history
- Employee information for team management

How do we protect your data?

Fair and lawful processing

We only use your data in ways that you would reasonably expect, and which have a minimal privacy impact.

Only what we need

We only collect the data that we need to provide you with our services, and we ensure it's updated regularly.

Safely stored, safely deleted

We keep your data secure while it's stored, and we delete it securely when we no longer need it.



Your Rights

You have several rights concerning your data, including:

Access: You can ask us to share with you the data we have about you.

Correction: If the information we have about you is incorrect, you have the right to ask us to correct it.

Deletion: Under certain conditions, you have the right to ask us to delete your data.

Data breach procedures

Should there ever be a breach in our data security, we will report it immediately to the appropriate authorities and inform you as required by law.

Team Training

Every member of our team receives training in data protection to ensure that your data is always treated with the utmost care and respect.



Compliance and Auditing

We commit to routine audits to ensure that our policies and procedures are being adhered to and to identify areas for improvement.

Policy review

This policy is subject to regular review.

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