**Privacy Policy**

Kelly’s K9s are committed to ensuring the protection of personal information collected in the conduct of its business. Our privacy policy is designed to inform our clients and others who deal with us, about how we collect, hold, use and disclose personal information.

**What is personal information and how do we collect it?**
Kelly’s K9s collects personal information about our clients, to provide dog walking, pet visits and services and to effectively manage our business relationships. The types of personal information we collect may be personal contact details or may include further information to enable us to supply required services.

**What we collect.**
We may collect the following information:

• Name and home address

• Information including email address, phone numbers, access to homes (where applicable)

• Demographic information such as postcode, preferences and interests

• Other information relevant to supporting you and your dog’s needs

**Disclosure of personal information.**
Kelly’s K9s will not disclose, share, sell or rent any personal information we hold about you, without your consent or are required by law to do so.

**The quality, accuracy and correction of personal information we hold.**
Protecting personal information is a priority Kelly’s K9s always considers security and confidentiality when handling personal information. It is important that the information we maintain and use is accurate, complete and up-to-date. If at any time your personal details change, please let us know so we can update our records.

**Access to Personal Information.**
We respect your right to access personal information Kelly’s K9s hold about you. You may request details of personal information which we hold about you under the Data Protection Act (1998). If you believe that any information, we are holding on you is incorrect, please contact Jo Kelly at Kelly’s K9s – jhkelly @talk21.com

**Data security.**
Kelly’s K9s are committed to ensuring that your information is secure. Kelly’s K9s takes reasonable steps to protect all personal information we hold, from misuse and loss and from unauthorised access, modification or disclosure.

All data and laptops are kept in a secure locker and laptops are password protected. We will take reasonable steps to destroy or permanently de-identify your personal information when it is no longer needed.

**Social Media**Please confirm if you agree for images of your dog to uploaded to social media (for example, Facebook) and Kelly’s K9 website.

Please note: images of your dog will NOT be uploaded until AFTER the booking has been completed. We will NOT release information that can make your dog easily identifiable.
 **Further information.**
If you have any questions about our privacy policy or require more information concerning our privacy practices, please address your enquires to: Jo Kelly at Kelly’s K9s – jhkelly @talk21.com