

Robenger Kennel Privacy Notice



Owners, Rosemary & Gerry Walmsley

ROBENGER Kennels www.robengerpwd.co.uk

M# +44 (0)782 513 6250 T# +44 (0)1335 324498

KENNEL CLUB ASSURED BREEDER



Hi.

Your contact details/data held at robenger Kennels.

To comply with the General Data Protection Regulations (GDPR) 2018, I must inform you of how your personal information is stored, handled and used at Robenger Kennels. This is so that you are aware that the security of your personal data is assured. No personal information is gathered automatically. On your initial enquiry, the basic information that is required is your name, telephone number and email address.

This information is recorded when you forward an enquiry email through the Kennel Club or on the Robenger web sites. These data are saved on an Excel workbook which is saved in the 'OneDrive Cloud' site. A back up of this file is held on my laptop computer and off line on a backup disc device.

No further information is required until you select your puppy when they are 5 weeks old. When you select your puppy, I will ask you personally for your address where you will keep the puppy. This additional information is required to complete administrative processes. These include micro-chip implant, production of a contract of sale and the 5 weeks free insurance certificate.

Processing your personal Data

With regards to the sales contract, it is a requirement of GDPR that contracts are produced in hard copy. Authorising signatures do not have to be 'wet' (i.e. original) but may be a photocopied image.

Your personal data is not transferred to a third party for commercial gain. It is necessary to share your personal data with Agria Insurance so that I can provide you with 5 weeks free insurance. I do this using their web site. Agria will contact you for promotional reasons through your email address. Agria Insurance will inform you of how they are handling your personal data.

I will also register your puppy against your personal data with the micro-chip company, 'Chipworks'. I do this on-line using their web site. They assume responsibility for the security of your personal data and must inform you of their responsibilities for custody of your data.

Robenger Kennel Privacy Notice



Handling & storage of your Personal Data.

As stated, your personal data is held in an Excel file on the OneDrive cloud site. A backup copy is held on my laptop computer and off-line on a backup disc device. The data is protected by my laptop being password protected. The second level of security is that my laptop is protected from intrusion with the full version of 'Norton Security'. No-one should be able to access files on my computer. But, to ensure security, the file that holds all the personal data is individually password protected. This means that there are three levels of software security.

Your personal data is held on one of our laptop computers and on a backup off-line disc storage system here at Robenger Kennels. Physical security of these items requires that they are prevented from being stolen. When these two items are not in use, they are to be secured in a lockable storage facility.

When you have selected your puppy, I prepare a sales contract. This contract is saved on my laptop prior to printing. These files are secured with a password, so no one can access your personal information. Two copies of the contract are printed for each puppy prior to them being picked up. These documents are securely stored in a lockable storage box.

In accordance with contracts law, I must retain all relevant personal information for a minimum of 6 years. But, because of my 'Assured Breeder' responsibility of the whole life obligation to support the puppy, I will retain your personal data for 15 years. After 15 years, hard copy documents will be shredded, and electronic files will be deleted, or records removed from the files on the laptop and cloud storage.

I have created a database of Litters v Puppies v Owners v Home Address v Email/Telephone Nos, details which includes all the puppies born at Robenger Kennel. This is so I can exercise my responsibility of whole life obligation to the puppies. This database is populated with data once all the puppies have been re-homed. The database has the individual puppies' details and your personal details when you purchased the puppy. The security of the file that holds this data is on tiple level security as stated above.

Your data protection rights. How to complain.

ROBENGER Kennels Privacy Notice

Our contact details

Name: Gerry Walmsley
Address: Available on application.
Phone Number: Tx 01335 324498 – Mx 07825 136250
E-mail: Robengerpwd@aol.com

Robenger Kennel Privacy Notice



Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at the address information above if you wish to make a request.

How to complain

You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113