

# **94A KILLYSORRELL ROAD, DROMORE BT25 1LB** W W W . A M B O A R D I N G K E N N E L S . C O . U K TELEPHONE: 07710 145525 EMAIL: INFO@AMBOARDINGKENNELS.CO.UK

# **Privacy Notice**

A M Boarding Kennels utilises the personal information it collects for the sole purpose of providing its services to customers, and facilitating efficient and legitimate operations, in the best interests of both parties.

## **Purposes for Data Utilisation**

Included below is an outline of the purposes for which A M Boarding Kennels utilise such information held on customers:

- To respond to inquiries
- To provide updates on the status of booking
- To process and collect payments
- To process claims received in connection with our services
- To perform auditing, invoicing, and reconciliation activities
- To provide customer support and respond to requests, questions, and comments
- To offer products and services which may be of interest
- To communicate by email, text messaging (SMS), telephone call and other means
- To ease use of our product and services by eliminating the need to re-enter information
- To display website content customized to customer interests and preferences
- To assist us in the development of new products, services, website, applications and/or to aid the improvement of our existing products, services, website and applications
- To obtain feedback and to support and enhance our sales, marketing and advertising efforts
- To evaluate and improve our business operations and business intelligence, including our ability to address customer needs
- To co-operate with government officials or parties in ligation under process of law or regulation, or as otherwise required or permitted by law
- To comply with applicable law and our policies
- To protect the security and integrity of our products and services, and/or to enforce the terms governing their use
- To detect and protect against safety threats or destruction of property, including threats to our IT systems and other assets
- To detect and protect against fraud, criminal activity and other legal liabilities

A M Boarding Kennels may disclose personal information of customers to supply chain participants, (such as; drivers, approved sub-contractors and staff), to the extent required to; co-ordinate, execute and monitor deliveries, to provide the service you have requested/authorised, and for other legitimate business purposes consistent with this privacy policy.

## Understanding Our Legal Basis for Processing Your Data

Whilst we predominantly provide our services to businesses, in situations in which we are providing services to an individual (rather than to a legal identity), our processing of Personal Information about that individual may be necessary for the performance of our services contract with that individual. As such we process the Personal Information we obtain to provide our services and products and for other legitimate business interests only.

## **Understanding Our Responsibilities**

## Protecting Your Data

We shall maintain appropriate administrative, physical, and technical safeguards for the protection of the security, confidentiality, and integrity of your data. We shall not (a) modify your data, (b) disclose your data, except as compelled to by law or as expressly permitted in writing by you, or (c) access your data except to provide the services or prevent or address problems, or at your request in connection with customer support matters.

## Data Retention

Data will not be kept for longer than is necessary, as per the requirements of data protection legislation. Unrequired data will be destroyed as soon as reasonably practicable, in a secure manner. Paper documentation will be shredded, and electronic resources will be wiped with appropriate measures.

#### <u>Consent</u>

By consenting to this Privacy Notice you are giving us permission to process your personal data specifically for the purpose identified. Consent is required for the Company to process personal data. However, if there is a change to the use of the data for which you originally consented, we will inform you in advance of undergoing any changes.

You may withdraw your consent at any time by contacting our Data Protection Officer at info@amboardingkennels.com

#### Disclosure

The company will not pass on your personal data on to 3<sup>rd</sup> party companies without obtaining your consent prior to the sharing of your personal data.

GDPR policy is available upon request.

If for a legitimate interest reason your data was passed onto a 3<sup>rd</sup> party, they will be bound to control their data securely by a signed sharing agreement and hence it's terms and conditions.