Purrfect Pet Transport Privacy Policy

**Our contact details**

Name: Mark O’Shaughnessy

Address: Lower Hey Farm. Huddersfield Rd. Mossley. OL5 9BT

Phone Number: 07881870729

E-mail: purrfectpettransport@ouytlook.com

**The type of personal information we collect**

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics (for example, name and contact details)

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* To contact you as regards to your requests

We use the information that you have given us in order to contact

We will not share this information with any individuals or companies.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are: **[delete as appropriate]**

**Your consent. You are able to remove your consent at any time. You can do this by contacting Mark O’Shaughnessy at purrfectpettransport@outlook.com**

**How we store your personal information**

Your information is securely stored.

We keep name-contact details on our data base and we will then dispose of your information if requested at anytime. Your data will be deleted permanently from our data base.

**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 personal 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 personal information in certain circumstances.

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

**Your right to data portability** - You have the right to ask that we transfer the personal 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 [purrfectpettransport@outlook.com](mailto:purrfectpettransport@outlook.com) Mark O’Shaughnessy 07881870729 if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [Insert your organisation’s contact details for data protection queries].

You can also complain to the 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

ICO website: <https://www.ico.org.uk>

Tell people how to make a complaint to you here. Include the ICO’s address.