Privacy Policy 2018

Information I collect and how I store it.

To use my services, you must provide me with certain information such as your name, email address, postal address and the details of the service that you need form me. You may also choose to provide me with additional information in regards to the performance of my business.

All electronic personal information is stored on a password protected computer.

All hard copy personal information is stored in a locked file which only I have access to.

All files are kept in a secure location, i.e. my home.

The legal bases I rely on to collect, use, and share personal information.

Why I need your information and how I use it.

I rely on a number of legal bases to collect, use and share information, including;

* As needed to provide my services, such as when I uses your information to provide the required service.
* As necessary for the purpose of my legitimate interests, if those legitimate interests are not overridden by your rights or interests, such as providing and improving my services. I uses your information to provide the services you requested and in my legitimate interest to improve my services.

Third parties with whom I share personal information

Information sharing and disclosure.

Information about my customers is important to my business. Occasionally I engage certain trusted third parties such as an alternative trainer to perform functions and provide services for the business. I will share your personal information with these third parties, but only to the extent necessary to perform the services.

The length of time I keep personal information.

Data retention.

Your rights.

If you reside in certain territories, including the EU, you have a number of rights in relation to your personal information. While some of these rights apply generally, certain rights apply only in certain limited cases. I describe these rights below;

* Access-You may have the right to access and receive a copy of the personal information I hold about you by contacting me using the contact information below.
* Change, restrict, delete- You may also have rights to change, restrict my use of, or delete your personal information. Absent exceptional circumstances (like when I am required to store your data for legal reasons) I will generally delete your personal information on request.
* Object-You can object to (i) my processing of some of your information based on my legitimate interests and (ii) receiving marketing messages from me after providing your express consent to receive them. In such cases, I will delete your personal information unless I have compelling and legitimate grounds to continue using that information or if is needed for legal reasons.
* Complain- If you reside in the EU and wish to raise concern about my use of your information (and without prejudice to any other rights you may have), you have the right to do so with your local data protection authority.

Use of cookies.

Like many other websites, our website uses cookies. ‘Cookies’ are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country preference. This helps us to improve our website and deliver a better more personalised service.

Different types of cookies?

● Functional cookies

These are cookies that are required for the operation of our website. For example, these cookies are set when you submit a form, login or interact with the site by doing something that goes beyond clicking on simple links.

● Session cookies

We use these to keep track of your movement from page to page, so you don’t get asked for the same information that you have already given to our site and are automatically deleted from your computer when you leave our website or shortly afterwards.

● Analytical/performance cookies

They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily. These cookies do not personally identify any individual user. These are usually third-party cookies, which we use to deliver a better user experience.

● Other cookies

Please note that any advertisers, logos or links to other websites may also use cookies, over which we have no control.

The cookies on our website are as follows:

Do I have to consent to cookies?

No, you can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to restrict the use of cookies (including essential cookies), you may not be able to access all or parts of our site.

By continuing to use this Website, you consent to the use of cookies. You can choose to manage the cookies we use on this Website through your browser settings at any time.

For information on how to do this, and about cookies in general, visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website‚ so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access those using links from our website.

**How to contact me.**

For purposes of EU data protection law, I Nina Bohm, am the data controller of your personal information. If you have any questions or concerns, you may contact me at [hello@blackandwhitedogtraining.com](mailto:hello@blackandwhitedogtraining.com)