

# GENERAL DATA PROTECTION REGULATIONS

## Website (including store, emails and PayPal)

### Store

When purchasing courses, the email address given will be used to create a PAWtected Moodle account. Please see Moodle for more information.

Held on PAWtected™ PayPal account, PAWtected C-Panel and PAWtected shop email.

2-person access - Miss C. Robbins and Miss A. Hughes

Kept for processing of order and accountancy.

Deleted when the customer terminates their course or after 6 months inactivity on Moodle and the Moodle account is deleted.

Paper copies of PayPal invoices and receipts are kept for accountancy.

### Expression of interest form

Held on PAWtected C-Panel and PAWtected admissions email.

2-person access - Miss C. Robbins and Miss A. Hughes

Kept for processing of member request.

Deleted when the member terminates their PAWtected membership or within 12 months of unsuccessful application.

### Contact us form

Held on PAWtected C-Panel and PAWtected admissions email.

2-person access - Miss C. Robbins and Miss A. Hughes.

Kept for communication purposes.

Deleted within 6 months of last communication.

### Cookies

Are the responsibility of the user. We do not use 3rd party cookies. It is the responsibility of the user to delete or disable cookies on their device.

### Emails

Held on PAWtected C-Panel and email accounts.

All emails – 2-persons access – Miss C. Robbins and Miss A. Hughes.

User emails – Team member assigned to the email account.

Kept for communication and administration.

Deleted within 6 months of last communication.

### Kit hire forms (Members only)

Held on Miss C. Robbins computer and PAWtected store email.

2-person access – Miss C. Robbins and Miss A. Hughes

Kept for processing of order, accountancy and administration.

Digital records deleted when the membership is terminated and the gear/uniform has been returned.

## **Social media**

### PAWtected Facebook Page

Where you interact with us, depending on your privacy levels, your data may be viewable to us and members of the public. Personal data is not shared from PAWtected™ to any person through Facebook. Any personal data

shared to PAWtected is done at the customer own risk and PAWtected hold no responsibility for this.

Held on Facebook

3 persons access – Miss C. Cullen, Miss C. Robbins and Miss A. Hughes

Kept for communication purposes.

Messages are deleted within 6 months of last communication. Customers are responsible for deleting any other Facebook interactions.

#### PAWtected Facebook groups

The PAWtected team will share no personal data within these groups.

Please see the most current Facebook privacy policy for information regarding the groups. You are responsible for your own account's privacy within these groups. Any data shared within the groups is done so at the users own risk and PAWtected hold no responsibility.

The PAWtected Member group contains only PreMember and Members. Where a membership is terminated, individuals will be removed from the group within 72 hours.

#### PAWtected Instagram Page

Where you interact with us, depending on your privacy levels, your data may be viewable to us and members of the public. Personal data is not shared from PAWtected™ to any person through Instagram. Any personal data shared to PAWtected is done at the customer own risk and PAWtected hold no responsibility for this.

Held on Instagram

2 persons access – Miss C. Robbins and Miss A. Hughes

Kept for communication purposes.

Messages are deleted within 6 months within 6 months of last communication. Customers are responsible for deleting any other Instagram interactions.

#### PAWtected Twitter Page

Where you interact with us, depending on your privacy levels, your data may be viewable to us and members of the public. Personal data is not shared from PAWtected™ to any person through Twitter. Any personal data shared to PAWtected is done at the customer own risk and PAWtected hold no responsibility for this.

Held on Twitter

2 persons access – Miss C. Robbins and Miss A. Hughes

Kept for communication purposes.

Messages are deleted within 6 months of last communication. Customers are responsible for deleting any other Twitter interactions.

#### PAWtected TikTok Page

Where you interact with us, depending on your privacy levels, your data may be viewable to us and members of the public. Personal data is not shared from PAWtected™ to any person through TikTok. Any personal data shared to PAWtected is done at the customer own risk and PAWtected hold no responsibility for this.

Held on TikTok

2 persons access – Miss C. Robbins and Miss A. Hughes

Kept for communication purposes.

Messages are deleted within 6 months of last communication. Customers are responsible for deleting any other TikTok interactions.

## **Moodle**

### Cookies

Are the responsibility of the user and Moodle.com. We do not use 3rd party cookies. It is the responsibility of the user to delete or disable cookies on their device. For further information: <https://moodle.com/cookies-policy/>

### Account/Profile details (full)

Held on PAWtected Moodle  
3-person access – Miss C. Cullen, Miss C. Robbins, and Miss A. Hughes

Kept for Administration

This information is not shared with anyone, however depending on the persons privacy levels, may be viewable to other members.

Deleted when the customer is removed from Moodle. If the member wishes, the data on the profile can be manually changed/deleted.

The default level for young people under the age of 16 is first name only.

### Account details (full name, email and dog details)

Held on PAWtected Moodle  
Access – All PAWtected™ trainers and team

Kept for administration.

Deleted when the customer is removed from Moodle.

### Course progress and completion

Held on PAWtected Moodle  
Access – All PAWtected™ trainers and team

Kept for administration

Deleted when the customer is removed from Moodle.

### Disability evidence

Held on PAWtected Moodle  
Access – All PAWtected™ trainers and team

Kept for administration

Deleted when the customer is removed from Moodle.

Member information (including enrolment information and any other data provided within the PreMember or Member course)

Held on PAWtected Moodle and digitally on Miss C. Robbins computer.  
Access – All PAWtected™ trainers and team working with the PreMember and Member course.

Kept for administration

Digital records deleted once BP is complete.

Moodle records deleted when the member terminates their PAWtected membership and returns relevant gear/uniform.

## Individual Rights

PAWtected™ recognises the following rights for individuals.

- Right to access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Right not to be subject to automated decision-making including profiling.

If any member wishing to use their rights need to contact the Data Protection Officer Miss C. Robbins either verbally or by email, PAWtected.sales@gmail.com.

PAWtected™ has 1 month to process the request. There is no charge.

PAWtected reserves the right to change these policies. Notification of change will be made on our Moodle platform, website and social media platforms.

Please contact enquiries@pawtected.co.uk for full copies of any of our policies/procedures.