



## Data Protection Notice and Permission to hold contact details

With effect from 25<sup>th</sup> May 2018 Data Protection Notice and Permission to hold contact details for all clients of Clearwood (Dilton Marsh) Ltd trading as CLEARWOOD BOARDING CATTERY, 17 Clearwood, Dilton Marsh Westbury, Wiltshire BA13 4BD.

To comply with the current legislation on data protection we must tell you what personal data we hold about you, why we hold it and have your permission to retain it. We store data about clients to ensure we can contact them by mail, telephone or email:

- 1) in an emergency
- 2) about booking confirmations, cancellations and reminders

Any data we hold will not be provided to any other person or business except as required by law. You may request to see all the personal data we hold on you (we are allowed 30 days to provide it). We only keep your data for the reasons outlined above. We destroy your data if we have had no contact with you for 7 years.

For the smooth and efficient running of Clearwood Boarding Cattery we need to keep a record of:-

- 1) Your name
- 2) Your Address
- 3) Your landline and mobile telephone numbers
- 4) Your email address
- 5) Contact details of another responsible person in case of emergency
- 6) The details of your pet/s
- 7) The name and telephone number of your veterinary surgeon

### Social Media

Many customers are happy to see photographs of their cat/s on our Facebook page or on our website. We only use first names, never surnames. If you DO NOT WISH your cat/s to be published on our social media please initial here.

\*\*I do not want any photographs of my cat/s to be published on social media. \_\_\_\_\_

For us to be able to hold these records we need your permission so **please complete this form and hand it in to Reception.**

Your full name: \_\_\_\_\_

Your email address: \_\_\_\_\_

I agree that Clearwood Boarding Cattery may contact me, my veterinary surgeon or my named emergency contact as necessary

Signature \_\_\_\_\_ Date \_\_\_\_\_