

General Data Protection Regulations

Cats On Vacation are committed to protecting your privacy. We will only use the information that we collect about you lawfully in accordance with the **General Data Protection Regulations**. Your personal information forms part of the contract between us. The holding of your data is necessary for us to comply with the law, to assist in good animal care, in communicating with your veterinary practitioner if necessary, for the care of your cat and to provide you with the best service possible. Access to your personal data is password protected on our computer, which is antivirus protected with McAfee software. Our regular back up of data is secured in a locked cabinet. The type of information we are legally required to collect about you includes **your name, your address, email address and your phone number, which veterinary practice you use and an emergency phone number**. We will never collect additional information about you without informing you of this beforehand. The data we hold will be accurate and up to date. You can check the information we hold about you by emailing us. If you find any inaccuracies, we will delete or correct it promptly. The personal information that we hold will be held in accordance with our internal security policy and the law. We will inform you of any 3rd party information controllers who rely on your consent such as a veterinary practitioner, along with local authority officers who have a right to see your data, we will ensure they use up to date security procedures to cars for your data.

We must retain your records for a minimum of 2 years beyond the boarding date. The maximum retention time we use is 6 years from the date of the last stay, this is a legal requirement if you have used our services and we have invoiced you. We will continue to use Social Media to upload images of cats boarding but no personal data will be disclosed, and the cat will not be identifiable with owners, all comments, likes, reviews on our Social Media pages please refer to Social Medias **General Data Protection Regulations**. If you have any questions/comments about privacy, you should contact the data controller who is: Ruth Watkins, Cats On Vacation, Ty Du Farm Bungalow, Llanarth, Raglan Monmouthshire NP15 2LY

You may lodge any complaints with the officers of

www.ico.org.uk

You have the right to change your mind to us holding your data, unless you have contractually agreed to use our services. If you cannot agree to our keeping your personal data as described, we are unable to board your cat

Please sign below to confirm you have read and agree to terms and conditions and GDPR

Name.....

Signature.....

Date / /