

## Data Protection Notice and Permission to hold contact details for all clients of Burlish Cattery

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:

- In an emergency
- To remind of appointments/bookings and confirm drop off/collection times
- Updates while your cat is a guest
- Any special offers

You can opt-out of any marketing contacts if you wish by ticking the appropriate box on the form below. 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 3 years

For the smooth and efficient running of Burlish Cattery we need to keep a record of:

- Your name
- Your Address
- Your landline and mobile telephone numbers
- Your email address
- Contact details of another responsible person in case of emergency
- The details of your cat(s)
- The name and telephone number of your veterinary surgeon

**For us to be able to hold these records we need your permission so please complete this form:**

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

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

- In an emergency
- To remind me of appointments/bookings and confirm drop off/collection times
- Updates while your cat is a guest
- Any special offers

\*I understand I can opt out of further marketing contact at any time on request.

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

Clients must tick the first two boxes. Ticking the subsequent boxes is optional