

Data Protection Notice and Permission to hold contact details for all clients of Kelcliffe 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 have a legal obligation under The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 Act, Schedule 4, Part 1, 4 to keep certain data on cats boarding with us, for at least 3 years, which must include:

- a. the dates of each cat's arrival and departure,
- b. each cat's name, age, sex, neuter status & a description of it or its breed,
- c. each cat's microchip number, where applicable,
- d. the number of any cats from the same household,
- e. a record of which cats (if any) are from the same household,
- f. the name, postal address, telephone number (if any) and email address (if any) of the owner of each cat and emergency contact details,
- g. in relation to each cat, the name, postal address, telephone number and email address of a local contact in an emergency,
- h. the name and contact details of each cat's normal veterinarian and details of any insurance relating to the cat,
- i. details of each cat's relevant medical & behavioural history, inc details of any treatment administered against parasites & restrictions on exercise,
- j. details of each cat's diet and related requirements,
- k. any required consent forms,
- l. a record of the date or dates of each cat's most recent vaccination, worming and flea treatments, and
- m. details of any medical treatment each cat is receiving.

We also keep data to help facilitate the running of the cattery. I agree my vet, my emergency contact, or I can be contacted by post, telephone or email:

- In an emergency
- With booking confirmation, queries and reminders
- Newsletters, special offers or items of interest
- Cat updates

Any data we hold will not be provided to any other person or business unless required to by law. You may request to see it at any time.

I can confirm I have read and agree with the above.

Signed: _____ **Date:** _____