

**Data Protection Notice and Permission to hold contact details for all clients  
of Coxmoor House Kennels & Cattery as filed with the General Data  
Protection Register**

To comply with the current legislations 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 our clients to ensure we can contact them by phone or post:

- Historical & Future bookings
- In an emergency for their pets
- About booking reminders or deposits

Any data we hold will not be provided to any person or business except as required by law.

You may request to see all the personal data we hold on you or your pet  
(we are allowed 30 days to provide it)

We only keep your data for reasons outlined above

For the smooth and efficient running of Coxmoor House Kennels & Cattery we need to keep a record of :

- Your Name
- Your address
- Your landline & mobile numbers
- Contact details of another responsible person in case of any emergency
- The details of your pet(s)
- The name & telephone number of your veterinary surgeon
- A list of the Historical & Future Bookings

Unless you inform us otherwise, we will continue to hold this information.

25/05/18