**Data Protection Notice and Permission to hold contact details for all clients of Appletree Cottage with the General Data Protection Register**

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
* About booking details

**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

· For the smooth and efficient running of Appletree Cottage 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
* Details of your pet/s
* Name and telephone number of your veterinary surgeon

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

* In an emergency
* To establish booster details
* To remind me of appointments/bookings/collection/delivery times

For us to be able to hold these records we need your permission so please Sign this form and Email to – [info@appletreecattery.com](mailto:info@appletreecattery.com)

Signature: