



Valley Farm Cattery

Data Protection and Confidentiality Policy

The Data Protection Act 2018 controls how organisations and businesses use your personal information.

- At Valley Farm we will only obtain your personal information such as your name, address, telephone number and email address to enable us to provide a boarding service for your cat. We will not do anything else with that information.
- We will only collect personal information that is relevant to use to provide a boarding service.
- The data collected will be accurate and kept up to date. If we have returning customers I will review the personal information provided on each visit.
- Personal information will be kept for 3 years. After 3 years I will shred all the information.
- I (the license holder) will have access to personal information provided. All personal information will be kept in a locked filing cabinet. In emergencies my husband will also be able to access customer's information.
- At Valley Farm Cattery we will not keep any personal information on our customers on electronic files.
- Customers will have the right to view all personal information Valley Farm Cattery has on them.

Dated: July 2021

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