

**GENERAL DATA PROTECTION REGULATION (MAY 2018)**

Under the terms of our License with Ashfield District Council, we (H.P.R. Home Boarding) are required to take and maintain information on our customers and their dogs during their stays with us and keep for three years after.

These include names, addresses, emails, telephone numbers of the owner and of an emergency contact as instructed by you (the customer). We also require details of the dogs and any medical conditions along with vaccination completion and expiry dates and details of your vet.

This data is provided by yourselves by completion of a booking questionnaire and a signed agreement form given to you in person, by email, or electronic means then printed before being transferred onto our home boarding system. All paperwork is kept in a locked filing cabinet.

We may also share your information with our vets, Medivet Hucknall, 51 West Street, Hucknall, Nottingham, NG15 7BY, or our insurance company, Petplan Sanctuary if deemed absolutely necessary in case of an emergency or claim.

We do not share any information with anyone else, however, we are inspected annually by Ashfield District Council and they have the right to see completed boarding records to confirm that we are complying with the terms of our License.

We do not hold any credit or debit card data on site; with processing being undertaken by our providers' secure servers.

Under the Data Protection Act 2018, you have the right to be informed about how your data is being used, access your personal data, have incorrect data updated, have data erased, stop or restrict the processing of your data and object to how your data is processed in certain circumstances.

Please contact us if you have any concerns regarding how any of your data is stored by H.P.R. Home Boarding.