



## PRIVACY POLICY<sup>1</sup>

### Our contact details

Kimberley Phelan trading as Sixmilebridge Cattery  
Ballyvorgal Stables,  
Ballyvorgal Beg,  
Sixmilebridge,  
County Clare  
Eircode: V95 X924

Tel: +353 (0)83 423 5398

Website: [www.sixmilebridge-cattery.com](http://www.sixmilebridge-cattery.com)

E-mail: [smb-cattery@outlook.ie](mailto:smb-cattery@outlook.ie)

### The type of personal information we collect

We currently collect and process the following information:

- Your name, address, telephone numbers and e-mail address, the name and details of your cats
- The name, address, telephone numbers and e-mail address of your emergency contact, (-the consent of whom you have obtained prior to you providing us with such details)
- The name, address, telephone numbers and e-mail address of your veterinary

### How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons: booking, the management and administration of our business, including our invoicing, accounting and in case of emergency during your cat's stay at the Cattery.

We collect data and process data when you book with us, call us on the phone, e-mail us or communicate with us in any other way, such as on WhatsApp or Facebook, or you use our website.

We will keep your information for a maximum of six (6) years after your cat stayed at the Cattery. We will then dispose of your information by deleting it if in electronic format and by shredding it if it is in hard copy.

We will not give your information to any other parties, unless (a) it is required to be disclosed by a government body or court of competent jurisdiction or relevant regulatory authority, or by operation of law, or (b) it is required in order for us to protect ourselves, our property or our rights.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [smb-cattery@outlook.ie](mailto:smb-cattery@outlook.ie)

(b) For the performance of our contract.

### How we store your personal information

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<sup>1</sup> Privacy Policy January 2024



Your information is securely stored. We store your information on our computers. The internet access point is secure, the computers are also secure and both are password protected. There is anti-virus and anti-malware software installed on the computers with regular scans and updates being carried out. We also store your information on Google Drive, which has its own security. Any hard copy information is kept locked away and is only used for booking purposes.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [smb-cattery@outlook.ie](mailto:smb-cattery@outlook.ie) if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [smb-cattery@outlook.ie](mailto:smb-cattery@outlook.ie)

You can also complain to the Office of the Information Commissioner (“ICO”), if you are unhappy with how we have used your data.

The ICO’s address is:

Information Commissioner’s Office  
6 Earlsfort Terrace, Dublin 2, D02 W773.  
Phone: +353-1-639 5689  
Email: [info@oic.ie](mailto:info@oic.ie)  
Website: <https://www.oic.ie/>

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