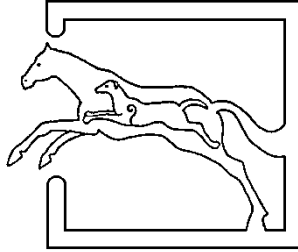


DATA PRIVACY POLICY

STRATHBOGIE VETERINARY CENTRE



1. POLICY:

The General Data Protection Regulations (GDPR) protects against the misuse of personal data and may cover both manual and electronic records. All records whether they be held electronically or physically fall within scope of the Regulations.

This Data Privacy Policy sets out the principles that govern Strathbogie Veterinary Centres (The practice) treatment of personal data and relates to customers, services and products connected to Strathbogie Veterinary Centre.

The personal data that has been collected about you will be kept for the following purposes:

- a. Managing your with us contract, that is the contract of animal health care
- b. Administration of records relevant to you, including insurance claims
- c. Compliance with legislation
- d. Sending you information we reasonably believe may be of interest to you
- e. Seeking information about you

We may use third party suppliers to process your data on our behalf (eg veterinary software, IT net works) on a fully confidential basis.

We will not sell your data, share it with other third parties without your permission and we promise to keep it safe and secure.

You have the right to object to this processing. If you wish to do so please let us know at : strathbogievets@gmail.com

Strathbogie Veterinary Centre will review the nature of the information being collected and held on an annual basis to ensure there is a sound business reason for requiring the information to be retained.

Information	Statutory Retention Period
Contact	6 years
Financial	6 years
CCTV Footage	6 years

However, in exceptional circumstances this information may be held for longer periods and in this case Strathbogie Veterinary Centre will explain the legal basis for retaining the data upon request.

You have the right to request that personal data is deleted. If you wish to do so please let us know at :

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strathbogievets@gmail.com

2. ENSURING OUR COMPLIANCE

For information on GDPR and your obligations, or if you have any concerns, you should contact the practice directly.

3. ACCURACY OF PERSONAL DATA

Strathbogie Veterinary Centre will review personal data regularly to ensure it is accurate, relevant and up to date.

These records will be stored at Strathbogie Veterinary Centre, 39 Gordon Street, Huntly, AB54 8EQ

4. DATA BREACHES

Where the Strathbogie Veterinary Centre becomes aware of a personal data breach it will, without undue delay and where feasible, not later than 72 hours of becoming aware of it, notify the personal data breach to the ICO unless the controller is able to demonstrate that the breach is unlikely to result in a risk to the rights and freedoms of individuals. Where the above aim cannot be achieved within 72 hours, an explanation of the reasons for delay will accompany the notification to the ICO and information may be provided in phases without undue further delay. In addition, data subjects will be notified without undue delay if the personal data breach is likely to result in a high risk to their rights and freedoms to allow them to take the necessary precautions. This notification will describe the nature of the personal data breach as well as recommendations for the individual concerned to mitigate potential adverse effects. This will be done as soon as reasonably feasible, and in close co-operation with the ICO.