



*Cache Meadow*  
VETERINARY CLINIC

## PRIVACY POLICY

We only collect your personal information when you give it to us either over the phone, via e-mail, text or in person.

We collect information to provide services to you and your pet, We also collect information necessary to transact payment for services rendered.

### CHECKS

Check payment information is processed and then deposited at our financial institution.

### CREDIT CARDS

We keep your signed credit card authorization slip on file as evidence that you authorized us to charge your credit card for the amount indicated on the receipt. These receipts only display the last 4 digits of the card used as well as the name of the card owner. These credit card receipts are stored under lock and key for 7 years. After 7 years they are destroyed.

### PAYMENT CONTRACTS

If a client requests to make payments due to lack of funding to fully pay for an urgent care scenario, we will require the client to sign a payment contract. This contract collects a client's social security number, name, address, phone # and email address. These contracts are stored on an encrypted software program called Daysmart, which is our practice management software. Access to your personal information in Daysmart requires login access. Without a company issued login, any client personal information cannot be accessed.

### CLIENT & PATIENT INFORMATION

All client personal information is stored in Daysmart's practice management software. All personal information stored in Daysmart's Practice Management Software is used to properly identify clients, their pets and to properly log medical notes and medical records for each pet. This personal information is also printed on vaccine certificates and other medical record copies when requested by the client.

CONSUMER INFORMATION IS NOT SHARED WITH THIRD-PARTIES FOR MARKETING PURPOSES.