

Skin Deep Beauty Salon

Data Protection privacy notice for clients

In providing your beauty treatments, we will ask for information about you and your health. This privacy notice describes the type of personal information we hold, why we hold it and what we do with it.

Information that we collect

We may collect the following information about you:

- Personal details such as your name, address and telephone number
- Information regarding your treatments and general health, including
 - Dates of appointments
 - Details of treatment courses
 - Which therapist did your treatment
 - Notes about treatment

Stepanie Humphreys is responsible for keeping secure the information that we hold about you.

Our data protection officer, Stepanie Humphreys ensures that the salon complies with data protection requirements to ensure that we collect, use, store and dispose of your information responsibly.

Those at the salon who have access to your information include beauty therapists involved with your treatments and reception staff.

How we use your information

To provide you with the treatments that you need, we require up-to-date and accurate information about you. We will seek your preference for how we contact you about your treatments. Our usual methods are telephone, text or letter.

Sharing Information

Your information is only used by those in the salon, it will not be shared or given to a third party.

Keeping your information safe

We store your personal information securely in a locked, secure cupboard. Your information cannot be accessed by those who do not work at the salon; only those working at the salon have access to your information. They understand their legal responsibility to maintain confidentiality and follow along procedures to ensure this.

We take precautions to ensure security of the salon premises and the salon filing system.

Access to your information and other rights

You have a right to access the information that we hold about you and to receive a copy. You should submit your request to the salon in writing.

You can also request us to

- Correct any information that you believe is inaccurate or incomplete
- Erase information we hold
- Stop using your information - for example, sending you reminders for appointments or information about our services

If you do not agree

If you do not wish us to use your personal information as described, you should discuss the matter with Stepanie Humphreys. If you object to the way we collect and use your information, we may not be able to provide some of our electrical beauty treatments.

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