**Beauty by Design Privacy Policy**

**What data is required**

The personal details we collect from you includes your name, telephone number, email address, date of birth and we also keep details of your patch tests.

**Why we need it**

The reasons we collect this information is to be able to book appointments, contact you with appointment reminders via text or email or to contact you to amend/cancel or move an appointment.

**What we do with your data**

We do not share your data with any third parties unless ordered to do so by law – for example, by court order, or to prevent fraud or other crime.

**How long we keep your data**

We will only retain your personal data for as long as:

* It is needed for purposes set out in this document.
* Record cards contacting details of services and patch tests will be kept on file for 2 years for insurance purposes

**Children’s privacy protection**

We do offer treatments to under 18-year-olds but we only hold the name of the child and age for booking purposes – the child’s parent/guardian will be required to give signed consent for this and we will use the parent or guardians contact details.

**Where the data is processed and stored**

All technical and legal safeguards are in place to protect your data

**How we protect your data and keep it secure**

We are committed to doing all we can to keep your data secure. We have set up systems and processes to prevent unauthorised access or disclosure of your data

**Your rights**

You have the right to request:

* Information about how your personal data is processed
* A copy of your personal data
* That anything inaccurate in your personal data is corrected immediately

You can also:

* Raise an objection about how your personal data is processed
* Request that your personal data is erased if there is no justification for it
* Ask that the processing of your personal data is restricted in certain circumstances

If you have any of these requests please get in touch with our Data Protection Officer

**Changes to this policy**

We may change this privacy policy at any time and changes to this privacy policy will apply to you and your data.

**Contact us or make a complaint**

Contact our Data Protection Officer (DPO) if you:

* Have any questions about anything in this document
* Think that your personal data has been misused or mishandled

You can also make a complaint to the Information Commissioner, who is an independent regulator. Information Commissions Officer – Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF or **Casework@ico.org.uk**