

# Privacy Policy

## The Attic Hair and Beauty

### **Our contact details**

Name: The Attic Hair and Beauty (Kerry Rainsford salon owner)

Address: 31A Sun Street, Hitchin, Herts. SG5 1AH

Phone Number: 01462 453333

E-mail: [bookings@theattichairandbeauty.co.uk](mailto:bookings@theattichairandbeauty.co.uk)

### **The type of personal information we collect**

We currently collect and process the following information:

- . Name and contact details, phone number and e mail
- . Skin test results and previous treatment information
- . Covid forms

### **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:

- . To make and cancel appointments
- . To maintain client records for health and safety
- . To keep records of clients treatments to maintain consistency

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 Kerry Rainsford (salon owner)**

**(B) We have a legal obligation to keep information regarding skin testing.**

**(C) We have a vital interest to keep skin testing results**

**(D) We have a legitimate interest to keep records of your previous treatments ie Hair Colour.**

## **How we store your personal information**

Your information is securely stored **Digitally via Fresha Platform or on paper, the record cards are then stored in a locked cupboard over night.**

We keep **your name telephone number and e mail if you have given us that for as long as you are a client of the salon up to 1 year after you are no longer a regular client . We will then dispose your information by deleting you off of the electronic system or shredding the paper or record cards or at the present, all of the covid forms will be shredded after three weeks.**

## **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 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 [bookings@theattichairandbeauty.co.uk](mailto:bookings@theattichairandbeauty.co.uk) and contact name **Kerry Rainsford** 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 [bookings@theattichairandbeauty.co.uk](mailto:bookings@theattichairandbeauty.co.uk) and name of contact **Kerry Rainsford**.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>