

Georgie's Beauty Box

PRIVACY POLICY

INTRODUCTION

Here at Georgie's Beauty Box I take your privacy very seriously.

This privacy policy is here to help you understand and explain to you details of how I collect and process your personal data that you provide to me.

You are able to browse my website www.georgiesbeautybox.co.uk and view the content without disclosing any of your personal data.

It is extremely important that the information I hold about you is accurate and completely up to date. So please let me know if anything changes at any time so I can take the time to make these changes. Please note it is your responsibility to make sure that your client records are up to date.

You can inform me by emailing info@georgiesbeautybox.co.uk or texting me on 07771697598.

Georgina Green trading as Georgie's Beauty Box is the data controller and is responsible for your personal data.

Email Address: info@georgiesbeautybox.co.uk

Contact Number: 07771697598.

If for any reason you are not happy with any aspect of how I collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

However, I would be grateful if you could contact me first if you do have a complaint so that I can try and resolve it for you.

INFORMATION I MAY COLLECT ABOUT YOU

The personal information that you provide at your consultation is stored for my own records.

Some of the data which I collect from you is sensitive data, and this is needed in order to perform treatments and prescribe homecare products.

Sensitive Data includes:

Identity Data

This may include your first name, maiden name, last name, marital status, title, date of birth and gender.

Contact Data

This may include your address, email address and telephone number/s.

Financial Data

This may include your bank account and payment card details.

Transaction Data

This may include details about payments between us.

Medical Data

This may include current medication, medical conditions, any medical treatments or procedures, as well as any historic medication, medical conditions, treatments and procedures.

Your consent is required for processing this sensitive data and request a signature for this consent.

For clients under the age of 16, I will only keep and use their personal information with the consent of a parent, carer or guardian.

HOW I USE YOUR PERSONAL DATA / MARKETING

I use the information that I collect from you to provide the services to you. In addition to this I may use the information (telephone number or email) for one or more of the following purposes:

- To contact you regarding your appointment. If an appointment needs to be changed, cancelled or simply to remind you of your treatment date and time.
- To inform you of any changes at Georgie's Beauty Box, to the website, services or goods and products.
- To provide information to you that you request from me relating to the products and services.
 - To contact you in relation to special offers.
- To contact you with reminders of when months will open to book future treatments.

You have the right to withdraw consent to marketing at any time by emailing me at info@georgiesbeautybox.co.uk

In some circumstances I may have to share your personal data with the parties below for specified purposes. But I require all third parties whom I transfer your data to, to respect the security of your personal data and to treat it in accordance to the law and in accordance to my instructions.

- Professional advisors including lawyers, auditors, bankers and insurers who provide consultancy, legal, banking, insurance and accounting services.
- HM Revenue & Customs, regulators and other authorities based in the UK who require reporting of processing activities in certain circumstances.

STORING YOUR PERSONAL DATA

All of the information provided to me during your consultation, such as: Name, Age, Address, Contact Details and Medical History is stored safely and securely in guideline with the GDPR regulations. This information is collected for both contact and insurance purposes.

All consent forms are on paper which makes them traceable and easy to keep secure. Once the consent (consultation) forms have been completed they will be stored in a lockable place where only I have access to them. No copies of these forms are made and they will be kept for a minimum of 3 years, maximum 7 years for insurance and tax purposes.

These forms will only be accessed when you return for a service, if your information needs updating, an insurance matter arises or I need to contact you.

The only information that will be stored electronically will be an email address if you sent an email regarding an appointment and your contact number if you have text to book an appointment or enquire about a service or product. However, if you wish for these details not to be stored on my email or telephone then please contact me through email info@georgiesbeautybox.co.uk or text 07771697598.

DATA RETENTION

I will only retain your personal data for as long as necessary to fulfil the purposes I have collected it for, including the purpose of satisfying any legal, accounting or insurance requirements.

By law I have to keep basic information about my customers for a minimum of 3 years, maximum 7 years after they cease being customers for tax purposes.

If you have stopped coming to me after this time your records will be shredded and disposed of in the correct manner.

I understand that you have the right to be forgotten under the new GDPR rules and guidelines, however, for insurance purposes these details need to be kept on file for 7 years maximum. During this time your forms will not be accessed unless they need to be.

PHOTOGRAPHS

During some treatments such as a nail treatment, brow treatment or eyelash treatment I may ask for your consent to take a photograph.

Any pictures taken during the treatment will be stored electronically where only I have access to them which is password secured.

Some pictures are used for advertising and/or marketing purposes and these will be of the treated area only and will not disclose any personal information about you. Nail pictures will only show the hands and brow and eyelash pictures will only show the eye and brow area.

I will always ask if clients are happy for their pictures to be used on social media and I have a form which I require you to sign to say you are happy for this. If at any time you change your mind and would not like your pictures taken or uploaded onto social media then please contact me.

PRIVACY POLICY UPDATES

I reserve the right to modify this privacy policy at any time. You should review this Privacy Policy frequently. If material changes are made to this policy then I may contact you by email or text.

YOUR LEGAL RIGHTS

Under certain circumstances, you have rights under the data protection laws in relation to your personal data. These include the right to:

- Request access to your personal data
- Request correction to your personal data
- Request erasure of your personal data
- Object to processing of your personal data
- Request restriction of your personal data

- Request transfer of your personal data
- Right to withdraw consent

You can see more about these rights at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise any of the rights above please email me at info@georgiesbeautybox.co.uk

HOW TO CONTACT ME

Please contact me if you have any questions about the privacy policy or information that we hold about you:

By Email: info@georgiesbeautybox.co.uk

By Text: 07771697598