

## **Privacy Policy**

Just Pampered is notified with the Information Commissioner and is compliant with the new GDPR.

We do not share your information with any other business or organisation.

We share only with relevant staff members.

## What information do we collect?

We collect your name to identify you, contact number to reach you in event of rescheduling appointment or to alert you a product has arrived. We collect your address for our business analysis, date of birth or age to assess correct treatment for skin and age of skin. We collect information on health conditions, medication and allergies which affect the treatments we perform and ingredients we use. It is requested by our insurance company that we gather this information.

## What do we do with your information?

We are required to hold information for insurance purposes and are unable to perform treatments without it. It is kept in paper format in a file, locked away in a room that only staff have access to. No person has access to your cards beyond management, your therapist and the assistant of the day. We upload electronically your email address and mobile number for SMS marketing with your permission. You have the right to opt out at any time.

## Can I see my information?

You have the right to request to see your card at any time. You have the right to opt out from any marketing at any time. For insurance purposes it is requested that we hold this information regarding allergies, medication and health conditions for present clients. It is also requested that we keep records of past clients following their final treatment for seven years. After this point it will be destroyed safely and ethically.

Data Protection Officer: Kerry-Lee Draper, Salon Owner

**Updated: February 2018**