



UNIT 1 SLITHEROE WORKS OLDHAM ROAD RISHWORTH HX6 4EW. 01422 822 187

General Data Protection Regulation - May 2018

Dear Client

In line with changes in progress regarding data protection we wish to outline how we use, collect and hold your personal information.

We collect full names, telephone numbers, e-mail addresses, photographs or videos of hair and information on products used to treat your hair within salon.

Names, addresses, phone numbers and record cards are stored either in a locked cabinet or on a password protected online application or both. This information is used to keep an online appointment diary, send reminders of appointments via SMS, and to inform staff of services and products provided to you on previous visits. We may share this information with our service partners but require them to keep your data secure. Occasionally we may e-mail you special offers or news of services available.

With your permission, photographs and videos may be uploaded on to our social media platforms (Instagram, Facebook, Twitter) and our website to show the result of work carried out in salon.

We will not hold your data for longer than we have to or are legally required to.

You have the right to ask us to update or erase the information we hold. Please note in some circumstances we are legally required to retain records and as such may not be able to erase it. You have the right to make a complaint with the Information Commissioner www.ico.org.uk if you think any of your rights have been infringed.

Please be assured that the security of your data is important to us and we will continue to keep it safe.

Yours sincerely

Victoria Marriott
XIV Hair

Please sign below to agree we can continue to use your data as outlined above.

SIGNED:

NAME:

E-MAIL:

ON BEHALF OF A MINOR (Please provide full names of minors):