

GDPR NOTIFICATION

At **Lockstock Hairdressing** we manage the personal information we hold about you in a responsible way according to and in line with the GDPR.

GDPR stand for General Data Protection Regulation (GDPR) replacing the Data Protection Act 1998 and will come into effect on 25th May 2018.

We collect personal data when you book an appointment and visit Lockstock Hairdressing for a service or treatment.

The information you give us may include your names, phone number, email address, home address, age range, relevant history which may suggest that a certain service, treatment or product should not be used (e.g. skin allergies, pregnancy, skin conditions) and payment and transaction information. For clients under the age of 16, we will only keep and use personal information with the given consent of a parent, carer or guardian.

In law, we are allowed to use and store your information within the European Economic Area on secure servers provided by our software provider.

Personal information; including sharing it outside the salon, will only occur if we have a proper reason to do so we will therefore share your information

- Providers of our software system Shortcuts Software
- Mailing house Shortcuts Software

We have rigorous data protection and security policies in place with our suppliers.

You may be assured that we treat all personal data and sensitive personal data as confidential and will not process it other than for legitimate purposes. We ensure that the information we hold is accurate kept up to date and not kept for longer than is necessary. Measures will also be taken to safeguard against unauthorised or lawful processing and accidental loss or destruction or damage to the data.

You are entitled to have access to your personal and sensitive personal data held by us.

You have the right to request a copy of the personal information that we hold about you. This will normally be free, unless we consider the request to be unfounded or excessive, in which case we may charge a fee to cover our administration costs.

We aim not to hold personal data longer than necessary. Unless requested by an individual, the following types of data will be held for the periods shown below, after which it will be securely deleted or destroyed:

If at any time you wish us or any company associated with us to cease processing your personal data or sensitive personal data or contacting you for marketing purposes, please contact The Data Protection Officer; Chris Kyle on **01228549700** or in writing at **Lockstock Hairdressing, Riverside House, Carlisle, Cumbria CA12BS.**

TYPE OF INFORMATION	RETENTION PERIOD
Client general records	For a maximum of 1 year from your last visit to Lockstock Hairdressing
Client health records <i>i.e. skin allergies, health conditions</i>	Up to 4 years

Financial transactions, invoices and supplier details	6 years
---	---------