

Unique Beauty Organisation Privacy Notice

Our contact details

Name: Unique Beauty

Address: Unit 2 Drovers Mews Park Hill Road Garstang Preston PR3 1HF

Phone Number: 01995 606443

E-mail: lisashaw.shaw49@icloud.com

What type of information we have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Email address
- Medical / medication history

How we get the 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 contact the client regarding reservations.
- To ensure no medication or medical history prevents any treatments
- To ensure no client could come to any harm during a treatment due to medical history or medication.
- To accept bookings with direct contact details as this is a requirement to make a booking with Unique Beauty, also for the track and trace procedure.

We also receive personal information indirectly, from the following sources in the following scenarios:

- We receive personal information through our online booking system Ovatu, when booking through our website. Also all data is stored on a protected data base provided by Ovatu.

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 Unique Beauty – 01995 606443

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

What we do with the information we have

We use the information that you have given us in order to

- To contact the client regarding reservations.
- To ensure no medication or medical history prevents any treatments
- To ensure no client could come to any harm during a treatment due to medical history or medication.
- To accept bookings with direct contact details as this is a requirement to make a booking with Unique Beauty, also for the track and trace procedure.

We may share this information with

- Each member of the team contracted to work at Unique Beauty, your information will not be shared with any other party.

How we store your information

Your information is securely stored on our salon system supplied by Ovatu, which is password protected with high security policies.

We keep all booking information and contact details for a 7 year period. We will then dispose your information by removing all personal data and booking history off the system which will be permanently deleted.

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 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 information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the 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 Unique Beauty on 01995 606443 if you wish to make a request.

How to complain

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