



DATA PROTECTION PRIVACY POLICY

Introduction

The aim of the Data Protection Act (DPA), the General Data Protection Regulations (GDPR) and of this policy, is to provide individuals with control over their personal information.

Beauty By Tabitha (BBT) processes personal information about its Clients, individual contractors and employees and will take all reasonable steps possible to comply with this policy.

Information Controller

BBT has appointed Lynne Robinson as the individual who will endeavour to ensure that all personal information is processed in compliance with this Policy.

Principles

BBT will, so far as is reasonably practicable, comply with the Data Protection Principles contained in the Data Protection Act and seek to ensure all personal information is:

1. Fairly and lawfully processed;
2. Processed for a lawful purpose;
3. Adequate, relevant and not excessive;
4. Accurate and up to date;
5. Not kept for longer than necessary;
6. Processed in accordance with the information subject's rights;
7. Stored and destroyed securely;
8. Not transferred to other countries without adequate protection.

Personal Information

Personal information covers both facts and opinions about an individual where that information identifies an individual. Personal information may also include sensitive personal information such as medical information, gender, religion, race, sexual orientation, trade union membership and criminal records and proceedings.

Processing of Personal Information

Consent will be required for the processing of personal information unless processing is necessary for the performance of a contract, compliance with a legal obligation or any other legitimate purpose. Individuals may withdraw their consent to the processing of their personal information at any time by giving the Information Controller written notice of their decision to withdraw consent.

Most of the personal information processed by BBT is for the performance of contracts for services, in the vital interest of individuals or to enable BBT to fulfil its legal obligations.

Any personal information which is not otherwise exempt, will remain confidential and will only be disclosed to third parties with appropriate consent. Certain information is exempted from the provisions of the Data Protection Act for example:

- Information required as part of legal proceedings;
- For the prevention or detection of crime and national security reasons;
- For the assessment of any tax or duty.

Accuracy

BBT will endeavour to ensure that all personal information held in relation to all individuals is accurate. Individuals must notify BBT of any changes to information held about them.

Rights of Access to Information

Individuals have the right of access to information held by BBT, subject to the provisions of the Data Protection Act 1998 and the Freedom of Information Act 2000.

Any individual wishing to access their personal information should put their request in writing to BBT for the attention of Lynne Robinson, lynnerobinson60@gmail.com

Information Security

BBT will take appropriate technical and organisational steps to ensure the security of personal information. All staff, both employees and contractors, will be made aware of this policy and their duties under the Data Protection Act.

All staff are required to respect the personal information and privacy of others and must ensure that appropriate protection and security measures are taken against unlawful or unauthorised processing of personal information, and against the accidental loss of, or damage to all personal information.

Breaches of Security

BBT will report any breaches of security to the Information Commissioner's Office within 72 hours. Affected individuals will also be informed without delay.

External Processors

BBT will ensure that information processed by external processors, for example, service providers, Cloud services including storage, web sites etc. are compliant with this policy and the relevant legislation.

Retention of Information

BBT may retain certain types of personal information for differing periods of time for different purposes as required by statute or best practices.

Typically, personal information of Clients will be destroyed 12 months after the Client last received treatment. The personal information of staff will be retained for 6 years after the employee ceases to be a member of staff.

Secure Destruction

When personal information held in accordance with this policy is destroyed, it will be destroyed securely in accordance with best practice at the time of destruction.

Photographs

Photographs may be taken of Clients prior to treatment and updated after treatment as part of an individual's treatment record. Photographs taken will be stored securely electronically.

Complaints

If an individual believes that BBT has not complied with this Policy or acted otherwise than in accordance with the Data Protection Act they should notify the Lynne Robinson.

Individuals can also access the information held about them by BBT by emailing Lynne Robinson lynnerobinson60@gmail.com