

## Sample Privacy Policy

The following sample privacy policy has been written to suit the needs of MOST small salon businesses in the UK. Once you have completed the London Learning Academy course in GDPR for Salon Businesses you should be able to decide if it is suitable for your own business.

The Sample Privacy Policy can be found on the next page of this document. If you want to adopt this privacy policy, you should replace all of the **text that is in bold red** with relevant details about your salon.

You should hand the above privacy policy out for your clients to read and sign BEFORE your consultation with them.

***Disclaimer: This sample privacy policy may not suit the needs and activities of your business. If this is the case you should seek independent expert advice.***

# PRIVACY POLICY

This is **Salon name's** privacy policy, we are located at **11 Salon Street, Salonsville, Salonshire, S11 1SS** and you can email us at **salon@salon.co.uk**. This privacy policy explains how we use any personal information we collect about you and why we collect it.

## What Information Do We Need?

We need your contact details, your: name, phone number, address, postcode and email address. We will also need information about your age and health in order for a treatment to go ahead.

## Why Do We Need It, How Will We Use It and How Long Will We Retain It?

We need all the details above in order to ensure that it is safe for us to provide the treatments you may ask for and also for insurance purposes. We will store your information for 7 years after the date of your treatment, or for 7 years after you have reached the age of 18 if you are/were under 18 when your treatment took place. Our lawful basis for processing this personal information is 'contract', this means that we have a legal reason to ask you for your data because we need it for contractual reasons. You do not have to share your personal data with us, but if you do not we cannot offer you a treatment with **Salon's name**. You must fulfil your side of the contract (share your personal information) in order for us to fulfil ours (carry out treatment).

## Marketing

We would also like to send you information about the products and services we offer using the information you have shared with us, but you do not have to agree to this for treatment to go ahead. If you agree to being contacted for marketing purposes using the following methods please tick the relevant boxes to give your consent. You may withdraw this consent at any time by emailing us at **salon@salon.co.uk** or calling us on **01001 100100**.

Post  Email  Phone  SMS  Automated Phone Call

## Will We Share Your Information?

We will not share your information with anyone outside of **salon's name**.

## Who Can I Complain To If I Feel You Are Not Handling My Data Correctly?

Please contact us if you have any questions about this privacy policy or the information we hold on you, you can do this by email (**salon@salon.co.uk**) or post (**11 Salon Street, Salonsville, Salonshire, S11 1SS**). If you believe we are not handling your data correctly you have a right to make a complaint, this should be sent to us using the above contact details. If you are unhappy with our response you should then contact the ICO (independent commissioner's office) by contacting them or using the following web page <https://ico.org.uk/concerns/> .

Client signature:

Date: