



OUR PRIVACY NOTICE

Introduction

Your privacy is very important to us here at Jade's Laser Solutions Ltd. Accordingly, we have developed this notice for you to understand how we collect, use, communicate, disclose and make use of personal information.

This document refers to personal data, which is defined as information concerning any living person (a natural person who hereafter will be called the Data Subject) that is not already in the public domain.

The General Data Protection Regulation (GDPR) seeks to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU. It should be noted that GDPR does not apply to information already in the public domain.

Jade's Laser Solutions Ltd is pleased to provide the following privacy notice:

Personal data

Jade's Laser Solutions Ltd uses the information collected from you to provide consultations, quotations, make telephone contact and to email you marketing information which we believe may be of interest to you. In you making initial contact you consent to Jade's Laser Solutions maintaining a marketing dialogue with you until you either opt out (which you can do at any stage) or we decided to deist in promoting our services. Jade's Laser Solutions Ltd also acts on behalf of its clients in the capacity of data processor. When working exclusively as a data processor, Jade's Laser Solutions will be acting on the instruction of its client and will work hard to ensure the client is fully GDPR compliant.

Jade's Laser Solutions Ltd will only collect the information needed so that it can provide you with the services you are paying for.

Legal basis for processing any personal data

To meet Jade's Laser Solution Ltd' service obligations to its clients and also to respond to enquiries.

Consent

Through agreeing to this privacy notice you are consenting to Jade's Laser Solutions Ltd processing your personal data for the purposes outlined. You can withdraw consent at any time by emailing info@jadeslasersolutions.co.uk or writing to us, see last section for full contact details.

Disclosure

Jade's Laser Solutions Ltd will not pass your personal information to third parties.

Jade's Laser Solutions Ltd uses cloud storage to store your personal information. This means that in the event of a disaster in the clinic (e.g. fire or flood) we will still have copies of your data. The cloud storage data is private and therefore restricted for only us to be able to view the files.

July 2020

Revision level 1

Reviewed annually

Retention policy

Jade's Laser Solutions will process personal data during the duration of any services or courses provided to you and will continue to store only the personal data needed for seven years after the course has expired to meet any legal obligations. After seven years any personal data not needed will be deleted.

Your rights as a data subject

At any point whilst Jade's Laser Solutions Ltd is in the possession of or processing your personal data, all data subjects have the following rights:

- **Right of access** – you have the right to request a copy of the information that we hold against you.
- **Right of rectification** – you have the right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** – where certain conditions apply you have the right to restrict the processing
- **Right of portability** – you have the right to have the data we hold about you transferred to another organisation
- **Right to object** – you have the right to object to certain types of processing such as direct marketing
- **Right to object to automated processing, including profiling** – you also have the right not to be subject to the legal effects of automated processing or profiling.

If Jade's Laser Solutions Ltd refused your request under rights of access, we will provide you with a reason why, which you have the right to legally challenge.

Jade's Laser Solutions Ltd at your request can confirm what information it holds about you and how it is processed.

You can request the following information:

- Identity and the contact details of the person that has determined how and why to process your data,
- Contact details of the data protection officer, where applicable,
- The purpose of the processing as well as the legal basis for processing,
- If the processing is based on the legitimate interests of Jade's Laser Solutions Ltd,
- The categories of personal data collected, stored and processed,
- Recipient(s) or categories of recipients that the data will be disclosed to,
- How long the data will be stored,
- Details of your rights to correct, erase, restrict or object to such processing,
- Information about your right to withdraw consent at any time,
- How to lodge a complaint with the supervisory authority,

- Whether the provision of personal data is statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data,
- The source of personal data if it wasn't collected directly from you,
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

To access what personal data is held, identification will be required

Jade's Laser Solutions Ltd will accept the following forms of ID when information on your personal data is requested; a copy of your national ID card, driving licence, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required. If Jade's Laser Solutions Ltd is dissatisfied with the quality, further information may be sought before personal data can be released.

All requests should be made to info@jadeslasersolutions.co.uk or by phoning 07931 236 125 or writing at the address further below.

Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Jade's Laser Solutions Ltd, you have the right to complain to Jade's Laser Solutions Ltd' Director. If you do not get a response within 30 days you can complain to the Data Protection Regulator.

If there are any questions regarding this privacy policy, you may contact us using the information below.

Contact us at:

Jade's Laser Solutions

62 Cold Blow Crescent,

Bexley,

DA5 2DS

Tel: 07931 236 125

Email: info@jadeslasersolutions.co.uk