



Data Protection Policy

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1. Purpose

This policy sets out how 'Tanfluence by Amy' collects, uses, stores, and protects personal data of clients in compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and any other relevant laws.

The Business is committed to safeguarding the privacy and confidentiality of all personal data it handles.

2. Scope

This policy applies to:

- All personal data collected from clients, and suppliers.
- All staff and representatives of the Business who process personal data.
- All systems, paper records, and electronic devices used for storing or processing data.

3. Data We Collect

The Business may collect the following information:

- Client data: Name, address, phone number, email, date of birth, skin type/medical conditions relevant to treatment, appointment history, and payment details.

We only collect personal data that is necessary to provide services safely and effectively.

4. Lawful Basis for Processing

The Business processes personal data under the following lawful bases:

- Consent: Clients provide explicit consent to record health/skin information relevant to spray tanning.
- Contract: To provide services and manage appointments.
- Legal obligation: To meet tax, employment, or insurance requirements.
- Legitimate interest: To maintain client records and improve services.

5. Data Storage & Security

- Personal data is stored securely on password-protected devices.
- Paper records (e.g., consultation forms) are kept in locked storage when not in use.
- Mobile devices used for appointments are password protected and regularly updated.
- Only authorised staff have access to personal data.

6. Data Sharing

- Personal data will not be shared with third parties without the client's consent, unless required by law (e.g., HMRC, insurance, law enforcement).
- Payment details are processed securely using trusted third-party payment providers, or bacs transfer.

7. Data Retention

- Client consultation forms and records: kept for 6-7 years (in line with insurance requirements).
- Financial/transaction records: kept for 6 years (to comply with HMRC rules).
- Data no longer needed will be securely destroyed (shredding for paper, permanent deletion for electronic records).

8. Client Rights

Clients have the right to:

- Access their personal data.
- Request corrections to inaccurate data.
- Request deletion of their data (where lawful).
- Withdraw consent at any time.

- Restrict or object to certain data processing.

Requests should be made in writing to Amy James.

9. Breach Management

In the event of a personal data breach:

- The Business will investigate immediately and take steps to mitigate risks.
- If the breach poses a risk to individuals' rights, the Information Commissioner's Office (ICO) will be notified within 72 hours.
- Affected individuals will be informed if there is a high risk to their data security.

10. Responsibilities

- Business Owner / Data Controller: Responsible for ensuring compliance with this policy.
- Staff must follow this policy and handle data responsibly at all times.

11. Policy Review

This policy will be reviewed annually and updated as necessary to ensure ongoing compliance with data protection laws.

Failure to follow this policy could lead to disciplinary action and may invalidate business insurance.

Signed: Amy James

Role: Owner/Manager

Date: 25/02/2026