

## IMPORTANT: PLEASE READ AND ACKNOWLEDGE

## **PRIVACY POLICY 2018**

Under the new GDPR coming into force on 25<sup>th</sup> May 2018, we are required by law to document what personal information we keep for all clients, whether they be a one off appointment or regular clients.

At the time of booking your appointment we will take your name, a contact telephone number and email address.

At your first appointment we will also record any relevant medical history that may impact on the suitability of the treatment we are about to offer. This information will be stored in a locked cabinet.

All future treatments which may include photographs of your hands/feet along with a copy of your consultation card will be recorded on the salon software system Ovatu which it's storage and transmission of this data is covered by the EU-US privacy shield framework.

We are required to keep this information for legal and insurance purposes. All information is kept for a period of 7 years from initial communication.

You do have the right to see any information we keep and you can request that any data be changed or deleted by emailing me at

<u>allaboutnails11@gmail.com</u>. This request can be refused if it conflicts with what information is mandatory for insurance purposes. If you decide that you do not want this information kept, then no treatments can be carried out.

We do not use the information for anything other than to contact you regarding your appointment or to discuss matters relating to your appointment or services in the salon.

Your personal information will not be passed to any third party nor will it be used for marketing purposes. From time to time I may want to publish pictures of your nails on my website and social media platforms such as but not limited to facebook and Instagram.

All About Nails 24<sup>th</sup> May 2018