

# **Beau Cheveux Hair and Extensions Ltd**

## **Privacy Notice – Customers**

Beau Cheveux Hair and Extensions Ltd are a hair salon based in Chasetown, Burntwood providing hair services to Customers. We process personal data relating to Customers in accordance with the General Data Protection Regulations 2018. We process personal information to enable us to provide a beauty and hairdressing service; promote our services and goods, maintain our accounts and records and use CCTV systems for crime prevention.

The lawful basis for processing are set out in Article 6 of the General Data Protection Regulations 2018. At least one of the following will apply whenever we process personal data:

**Consent** – The individual has given clear consent for you to process their personal data for a specific purpose.

**Contract** – The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**Legal obligation** – The processing is necessary for you to comply with the law (not including contractual obligations).

**Vital interests** – The processing is necessary to protect someone's life.

**Public task** – The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

**Legitimate interests** – The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

### **What Data is Collected**

The personal data you provide is mandatory on a lawful basis in order for the business to provide the required services and products. The personal data we process may include, but may not be limited to, the following:

- Data relating to your identity (full name, Date of Birth)
- Contact details (address, telephone numbers, email addresses)
- Other personal information relating to your hair type / preferences
- Photo / videos of the Customer – obtained with consent
- CCTV images – for crime prevention

### **How We Collect This Data**

Beau Cheveux Hair and Extensions Ltd process your personal data when you supply the information to us directly. Data is collected in the following formats:

- In person
- Over the phone
- By email
- Paper contact form
- Website contact form (our website is hosted by wix.com therefore for any information regarding the processing of any data you have provided through the website contact form please see the wix privacy policy at <https://www.wix.com/about/privacy>)
- CCTV

### **How We Store Personal Data**

Beau Cheveux Hair and Extensions Ltd ensure all personal data is kept confidential and is stored securely with access restricted to those authorised to see it. Information provided in paper form is immediately processed electronically, the paper copy is then securely disposed of.

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#### Document Details

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Company Registration Number: 11331601

# **Beau Cheveux Hair and Extensions Ltd**

## **Privacy Notice – Customers**

### **Sharing Data**

The information that you provide us will be regarded as confidential. We do not share your information with anyone without consent unless the law and our policies allow us to do so. Personal Data may be shared with the relevant bodies as required by law, for example in legal proceedings. We routinely share information without consent with the Company Accountant for the purpose of company financial processing.

### **The Customers Rights**

Under data protection legislation, you have the right to request access to your information that we hold. You must contact us in writing to make a request to access your personal information.

Under the data protection legislation, you also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the Data Protection regulations
- Have your personal data erased or destroyed where applicable – some information may be required for legal reasons
- Remove consent

### **Data Retention**

GDPR requires the company to keep data no longer than necessary. However, many items of data used are legally required to be kept for significant periods. Some types of data may need to be kept for longer than the legal minimum in order to protect the company against future legal cases. It is therefore 'necessary' to keep some items of data even after our relationship with the individual has ended in order to meet these pre-existing legal and business requirements.

Beau Cheveux Hair and Extensions Ltd securely retain personal data for no longer than is required except in legal circumstances where we are required to keep them for longer. After which all personal data is disposed of securely.

### **ICO**

The Information Commissioners Office (ICO) is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

Beau Cheveux Hair and Extensions Ltd are registered with the ICO, registration number ZA356839 and ensure we adhere to the principles of the General Data Protection Regulations 2018 as required by law.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office.

### **Other Information**

Beau Cheveux Hair and Extensions Ltd ensure that any information provided is processed securely. A Data Processing Audit is available upon request which details how we process personal data.

Personal data may also be processed when visiting our website; [www.beaucheveux.co.uk](http://www.beaucheveux.co.uk). For further details a copy of our Website Privacy Notice can be provided upon request.