

No 1

NAILS AND BEAUTY

SHELLY LINDSAY

No 1 Nails and Beauty - Privacy Policy

Our contact details

Name: Shelly Lindsay
Address: 1 Norton Road, Tunbridge Wells TN4 0HF
Phone Number: 07958 704143
E-mail: info@no1nailsandbeauty.co.uk

The type of personal information we collect

I currently collect and process the following information:

- Personal identifiers, contacts and treatments (for example, name and contact details)

How we get the personal information and why we have it

Most of the personal information I process is provided to us directly by you for one of the following reasons:

- To book a treatment
- To purchase a gift voucher
- To enter a competition

I use the information that you have given us in order:

- To book appointments and to contact you about those appointments
- To validate gift vouchers
- To notify you if you win a competition

I will not share this information with any other organisations.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- a) I have a contractual obligation
- b) I have a legitimate interest

How we store your personal information

Your information is securely stored at 1 Norton Road, Tunbridge Wells TN4 0HF and on mobile technology registered to this address.

I keep:

- Contact details for 3 years following your last appointment
- Voucher details for the validity period of the voucher
- Competition entries until the winner(s) have accepted their prizes

I will then dispose your information by deleting the data.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact me at info@no1nailsandbeauty.co.uk or 1 Norton Road, Tunbridge Wells TN4 0HF if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at No1 Nails and Beauty, 1 Norton Road, Tunbridge Wells TN4 0HF.

You can also complain to the ICO if you are unhappy with how I have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>