



GDPR Data Protection Policy

Please read and sign

I am collecting the data on the client consultation forms to ensure that I can safely perform your treatment & to be able to contact you with regards to appointments. I need to store this data to comply with my public & product liability insurance & to be able to safely continue treatments & keep records of all products used should any issues/allergies/problems arise. I will store this data in a secure location that only I have access to and I will not share this data with any third parties. You can request to see a copy of this data by writing to *beauty-byclaire@hotmail.com*

When taking card payments I use iZettle, where only your name & last 4 digits of your card are stored. I collect this data so that I can complete my accounts accordingly for HMRC. This data is not shared with anyone & is stored securely on my icloud.

We will shortly go digital on all forms, these will collect the same data as the paper forms & will be stored on my macbook & backed up to my secure icloud which only I have access to. Each client will have a their own folder which will contain consultation form, client record card detailing your attendance, photos, & copies of any medical letters/notes. My macbook is password protected.

I will store ALL necessary data for 7 years to comply with my legal obligations but it will be reviewed on a yearly basis where you can opt out, if you choose to opt out, I will have to keep your data on file for insurance/account purposes. You can opt out at anytime by contacting me in writing to *beauty-byclaire@hotmail.com*

If you decide to opt out & withdraw consent I will no longer be able to perform treatments on you for insurance reasons.

Consents

- Please circle the following that you give consent for me to make contact with you. I would only need to make contact with you should I need to make, change, remind you, or cancel an appointment.

Text Whatsapp Instagram Telephone Call Messenger NO CONTACT

- Consent to have pictures taken of your treatments to be used on my social media platforms (Facebook, Twitter, Website, Instagram)

YES NO

Client Signature..... Date.....

Client Name