## Hair Cult Privacy Policy

### **Our contact details:**

Name: Hair Cult

Address: 19A Washway Road, M33 7AD, Sale – Greater Manchester

Phone Number: 07826203813

E-mail: general@hair-cult.co.uk

### The type of personal information we collect

We currently collect and process the following information:

Chemical procedures notes with a personal Identifier such as first and Last name or nick name given by you.

### How we get the personal information and why we have it

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

To remember and improve chemical services.

To prevent and Avoid Allergic Reactions.

To prevent and Avoid chemical incompatabilities.

To ensure the safety of your skin and hair.

Insurace purposes.

We use the information that you have given us and from your chemical procedure appointments in order to identify each chemical procedure client seperately.

We don't share this information.

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

Your consent. You are able to remove your consent at any time. You can do this by contacting general@hair-cult.co.uk or 07826203813.

### How we store your personal information

Your information is securely stored in the Chemical Procedures File Box at Hair Cult.

We don't process any digital personal information.

We keep the Chemical Procedures Notes for as long as you are a chemical procedure client. We will then dispose your information after 12 months or immediately via request by shredding and disposal of the chemical procedure paper file.

### 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 us at general@hair-cult.co.uk or 078826203813 if you wish to make a request.

### How to complain

ICO website: <a href="https://www.ico.org.uk">https://www.ico.org.uk</a>

If you have any concerns about our use of your personal information, you can make a complaint to us at general@hair-cult.co.uk.

You can also complain to the ICO if you are unhappy with how we 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

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