

**GDPR Compliance**

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Nature of work - Beauty Salon/Clinic

**Description of processing**
The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

**Reasons/purposes for processing information**
We process personal information to enable us to provide a beauty and hairdressing service; promote our services and goods; maintain our accounts and records; support and manage our employees; the use of CCTV systems for crime prevention.

**Type/classes of information processed**
We process information relevant to the above reasons/purposes. This **may** include:

* personal details
* family details
* lifestyle and social circumstances
* education and employment details
* financial details
* goods and services

We also process sensitive classes of information that **may** include:

* racial or ethnic origin
* religious or other beliefs
* trade union membership
* physical or mental health details
* offences and alleged offences
* criminal proceedings, outcomes and sentences
* visual images, personal appearance and behaviour

**Who the information is processed about**We process personal information about:

* clients
* staff
* professional experts and consultants
* suppliers
* service providers
* complainants; enquirers
* offenders and suspected offenders
* individuals captured by CCTV images

**Who the information may be shared with**
We sometimes need to share the personal information we process with the individual themself and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we **may** need to share some of the personal information we process with for one or more reasons. Where necessary or required we share information with:

* clients
* family, associates or representatives of the person whose personal data we are processing
* staff
* suppliers
* current, past and prospective employers
* educators and examining bodies
* business associates
* financial organisations
* employment and recruitment agencies
* credit reference agencies
* debt collection and tracing agencies
* other companies in the same group
* central government
* police forces and security organisations

*As well as the obligation to register, the law requires organisations to comply with other rules about the information they process. We meet our obligations under the Data Protection Act by:*

* Having a dedicated person in Body TLC whom is responsible for making sure we comply with the Data Protection Act
* Relevant people have been trained in how to handle personal information
* When collecting personal information, we tell people how we will use it
* We have a process in place so we can respond to requests for the personal information we hold
* We keep records of people's personal information up to date and don't keep it longer than necessary
* We have measures in place to keep the personal data we hold safe and secure