** GDPR Data Protection Policy**

**Please read and sign**

I am collecting data (including sensitive information) about your health on the client consultation forms to ensure that I can safely perform your treatment and to be able to contact you with regards to appointments.

I need to store this data to comply with my public and product liability insurance and to be able to safely continue treatments and 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 *laura@tranquilityroom.co.uk*

When taking card payments, I use two third parties PaypalHere (website and card machine in salon) and Stripe (on my website only), where only your name and 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 and is stored securely on my laptop that is password protected and has McAfee anti-virus software and Windows Defender running on it.

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 any time by contacting me in writing to [*laura@tranquilityroom.co.uk*](laura%40tranquilityroom.co.uk)

**If you decide to opt out and withdraw consent I will no longer be able to perform treatments on you.**

I have a database of clients which contains your name, email address and phone number this information is held in a database system called Access on my laptop. This information is collected with your consent on consultation forms; when booking an appointment via Wix Booking system or when signing up to our website and entering our monthly prize draw.

This data is not shared with anyone and is stored securely on my laptop that is password protected and has McAfee anti-virus software and Windows Defender running on it.

I use this information to contact you via Wix Shoutout, Mailchimp or email. Examples of what I may contact you about; to share useful blog articles, new products and services being introduced, offers and promotional packages, newsletter, video demonstrations of treatments/aftercare, to enter you in to our monthly prize draw competition

This data is not shared with anyone. You can request to see a copy of this data or request to be removed from my database by writing to *laura@tranquilityroom.co.uk*

I have tracking code on my website for Google Analytics and a Facebook pixel, this allows the collection of data analytics for my legitimate interests for example to track what pages are visited most often on my website or to target a Facebook ad campaign to people who have visited to my website etc. this uses cookies (full cookie and privacy policy can be found on my website) to track this information it does not show me specific information about you it will report for example 93 users visited my website during a week, 82 were new users etc. You can request to see a copy of this data by writing to *laura@tranquilityroom.co.uk*

**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 Email Instagram Telephone Call Facebook Messenger Whatsapp No Contact**

* Consent to have pictures taken of your eyelashes / nails / brows / makeup / hair to be used on my social media platforms (Facebook, Twitter, website, Instagram). Please circle.

**YES NO**

* Consent to include your name and email address on my customer database to contact you via email for example; with offers and promotional packages, useful blog articles, newsletter, new services being introduced, to enter you in to our monthly prize draw competition etc. Please circle.

**YES NO**

**Client Signature……………………………………………… Date………………………………………………**

**Client Name …………………………………………………..**