#### **DATA PRIVACY**

# The Makeup Clinic

#### Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR").

#### Who are we?

The Makeup Clinic is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

# How do we process your personal data?

The Makeup Clinic complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

To respond to enquiries from you and to send you information about the services of The Makeup Clinic.

## Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with employees of our company to respond to your query. We will only share your data with third parties outside of the company with your explicit consent.

## How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary. Data will be retained for a reasonable time period to help deliver on going customer services and in case of any legal claims/complaints].

#### Your rights and your personal data

Unless subject to an exemption, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which The Makeup Clinic holds about you;
- The right to request that The Makeup Clinic corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for The Makeup Clinic to retain such data;

- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

Transfer of Data Abroad

Data will not be transferred abroad

Automated Decision Making

The Makeup Clinic does not use Automated Decision Making

# **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

#### **Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Data Protection Officer at makeupcliniccheshire@gmail.com