

HAIR BY JFK PRIVACY NOTICE

At Hair by JFK, we are committed to protecting and respecting your privacy. This notice explains how, when and why we collect personal information and how we use it and keep it secure.

Who is collecting your data?

Hair by JFK Ltd. (No. SC362146)

1 Bruntsfield Place, Edinburgh, EH10 4HN, 0131 221 9554 & 8 South Clerk Street, Edinburgh, EH8 9JE, 0131 662 9000.

What information is collected, and when and where do we collect it?

We will collect your name, telephone and email contact details, and date of birth. We will only collect this information either face-to-face in the salon, or over the phone. We may also require information regarding any allergies or specific requirements you may have, such as physical restrictions for example, which we will capture at the time of your appointment.

Why is the data being collected, and what is our lawful basis for doing so?

Data is collected primarily to allow us identify our clients and send email reminders for appointments. This is a legitimate business interest. We also contact our clients via email with various promotions throughout the year, but we will not do so without your consent. We also have a legal obligation to ensure we are not carrying out services on anyone who may be below the appropriate legal age; in this instance we will require your date of birth. You can also choose to leave your date of birth with us to provide you with special offers during your birthday month.

Who is your information shared with and how do we store your data?

Your data is only shared with our salon software provider, Phorest. We do not share any of your information with any other third parties. The data is electronically stored on a secure, cloud based network provided by Phorest. The software, and all computers and tablets with the software installed, are password protected, with only a limited number of staff members having access to the data that is stored. We are in the process of phasing out the use of any physical records we hold for you. In the case that we still hold physical records, they will be securely locked away in our office when not in use.

How long will we keep your data for?

We will hold your information for as long as you are a client of ours and up to 12months after you have stopped coming to Hair by JFK. You can also make a request to be removed from our database by using the contact form on our website, www.hairbyjfk.com

How can you access or update your information?

You are able to view the data we hold on you at any time by contacting reception on 0131 221 9554 or 0131 662 9000, or alternatively by using the contact form on our website. We are committed to ensuring the accuracy of your information, and regularly check the details we have are correct. If you change any details that we hold, please notify us either by phone, email or face-to-face in the salon.

Your choices

You have the right to change or remove your communication preferences at any time. To do so, contact reception on 0131 221 9554/0131 662 9000, via the contact form on our website, or face-to-face in the salon. You can also request for your data to be removed at any time. If you want to make a complaint about communications you receive from us, please contact us using the methods noted above. If you think that we have misused your data in any way, you can also inform the Information Commissioner's Office at any time by contacting 0303 123 1113.