

Nail Envy General Data Protection Regulation Policy

What data does Nail Envy collect?

When an appointment is booked via the Nail Envy facebook page, via www.nail-envy.co.uk or via telephone, the following information is asked, in order to secure your appointment and allow me to find you (being a mobile nail technician)

- Full Name
- Address
- Telephone Number

At your initial appointment you will also be asked to complete a client record card, which will ask you the following information, the reasons for which it is requested are detailed below;

- Full Name, Address and Telephone as above
- Date of Birth (for insurance purposes and to ensure you are of correct age for the treatment requested)
- Doctors contact details (for insurance purposes)
- Occupation, Number of Children & Hobbies (this information is requested to help me understand and explain to you how your lifestyle may affect the longevity of your nail enhancements and deliver appropriate aftercare advice based on this information)
- Medical History, current medication and allergies (this information is required to ascertain if there are any contra-indications to the nail service you have requested, to determine and explain if your medical history or medication will affect the longevity of your enhancements and for insurance purposes)

- Previous Nail services and at home nail care routine (to help me explain to you the process of the nail service you have requested and deliver appropriate aftercare/home-care advice following your treatment)
- Further information regarding the service delivered and your nail preferences and nail health is recorded by me following the treatment for reference purposes and help me identify any changes in your nail health.

How do we collect this data?

This data is provided to Nail Envy at the booking stage (basic address & contact information) and at your initial appointment. The client record card completed at your booking is then stored in a secure cabinet at my address. Contact names, addresses and telephone numbers sent to me via facebook, email and phone are stored to enable me to contact you regarding your appointment and for no other reason.

Why do we collect this data?

Information is collected for the reasons I have detailed above to allow me to visit your home to carry out the nail service you have required and ensure that I am compliant for Insurance purposes as well as ensuring the best treatment is delivered to you based on your needs, lifestyle and health.

Do we share this Data?

NO, Your data is not shared with or sold to any outside individuals and is used solely for Nail Envy's purposes as detailed above. Your data will not be used for marketing purposes or passed to any third parties without your express prior consent.

How do we keep your data secure?

Data is stored digitally and manually via your client record cards. The information collected at the booking stage is stored either via the facebook page, email or telephone. Devices in our possession that have access to my Facebook, Email and telephone accounts are as follows; Laptop (Password

Protected) iPad (PIN Security) iPhone (PIN Security) I have strict passwords in place across all devices and pages to ensure your data is stored securely.

Data stored as a hard copy

Your client record cards are required and completed for insurance purposes and to ensure the best possible service is delivered, these record cards are completed by you manually and once completed are kept in a locked cabinet at my home. This data is not visible to other clients and/or visitors to my home.

Requesting a Copy of the data we hold.

The process; You can request a copy of all of the data we currently hold on file for you. We are legally required to provide this to you free of charge and within 4 weeks of the original request.

Requesting we delete all data we hold

The process; If you want us to delete all information we have on file for you we are legally required to do so should you request it.