

# Biggles Hair Studio Ltd

## DATA PRIVACY POLICY

### **1. 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 (the "GDPR").

### **2. Who are we?**

Biggles Hair Studio Ltd is the data controller. This means it decides how your personal data is processed and for what purposes. The person responsible for the company's data protection is Alison Price, [alison@biggleshair.co.uk](mailto:alison@biggleshair.co.uk).

### **3. What personal data do we collect?**

We will collect your name and, optionally, postal address, phone number and email address when you make an appointment with us. We use this only to enable us to confirm any changes to your appointment in a timely fashion, to remind you of an imminent appointment or ask you if you would like a further appointment.

If you pay by credit card, we will use this information to take payment, but we will not retain your credit card details after receiving payment.

### **4. How do we process your personal data?**

We will make every reasonable effort to keep your data up to date and to keep it secure against loss, misuse, unauthorised access and disclosure. You can request at any time that we confirm what data we hold on you, correct errors in the data or remove your data entirely.

### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with staff members within the company. We will only share your data with third parties outside the company with your explicit consent.