



At Beauty By Laser we are committed to maintaining the trust and confidence of our Clients. Every effort has been made to ensure your personal information is kept secure and confidential in all instances. This Privacy Policy provides information on when and why we collect your personal information, how we use it and how we keep it secure in order for it to be processed fairly and lawfully.

This privacy notice applies to personal information processed by or on behalf of Beauty By Laser Limited trading as Beauty By Laser.

We may change this privacy notice from time to time in order to reflect changes in the law and or our privacy practices. We encourage you to check this notice for changes when you visit our website www.beautybylaser.co.uk

Beauty By Laser Limited are the data controller of your personal data, our registered address is 34, Westway, Caterham On The Hill, Surrey CR3 5TP.

THE PERSONAL INFORMATION WE PROCESS:

Upon Instruction to provide you with any of our services we will collect the following information from you:

1. Title
2. Full Name
3. Property Address
4. Contact telephone number
5. Email address.

Throughout our contract we will also process details of the services provided to you, quotes issued, invoices raised and details of site visits.



SOURCE OF YOUR PERSONAL INFORMATION:

Any personal data requested upon commencement of a contract is kept to a minimum. Such information is sourced directly from the client or generated throughout the contract.

CONSENT:

The instruction of Beauty By Laser to provide any of our services will signify your consent to allow us to collect and use personal information about you and your company in accordance with this policy.

WHAT SHOULD YOU DO IF YOUR PERSONAL INFORMATION CHANGES?

If your personal data changes you should inform us via "The contact information" section of our website, we'll then update your records if required.

WHAT DO WE USE YOUR INFORMATION FOR?

To enable us to provide a service to you and to manage that service efficiently. Your information may also be used to recover debt and meet with our tax and accounting responsibilities. The processing of such data shall always be in line with the General Data Protection Regulation (GDPR) and in accordance with this policy.

HOW LONG WILL WE KEEP INFORMATION FOR?

We will retain your personal data for as long as we are providing you with a service, to meet our accounting and tax responsibilities, cover professional indemnity requirements, and resolve disputes or enforce our terms and conditions.



HOW IS YOUR INFORMATION STORED?

Your data will be held securely on our password protected IT system.

HOW DO WE SHARE YOUR DATA?

We do not share your data with any other party who is not directly associated with Beauty By Laser.

We will not transfer your data to any other third parties without obtaining your consent and where possible will anonymise your data before sharing. We will also not share your data outside of The European Economic Area (EEA).

DATA FROM OUR WEBSITE:

We only collect personal data you have elected to send us via the "Contact Information" section of our website. Typically this will contain your name and email address. We will use this information to respond to your query and for the length of time it takes to provide a service to you and/or meet our business requirements.

COOKIES:

Cookies are text files containing small amounts of information that are downloaded to your device when you visit a website. They allow a website to recognise your device, preferences and can be used to improve your online experience. More information on cookies can be found at www.aboutcookies.org.

We do not use cookies to collect identifiable information about individuals who visit our website. You may however choose to delete any cookies that are already on your computer, please refer to the instructions for your file management software to locate the file or directory that stores cookies on your device.



YOUR RIGHTS:

You have the following rights under data protection legislation:

- 1.** To access a copy of the personal data we hold on you
- 2.** To object to processing of your personal data that is likely to cause or is causing damage or distress
- 3.** To prevent processing for direct marketing
- 4.** To object to decisions being taken by automated means
- 5.** In certain circumstances, to have an inaccurate personal data rectified, blocked, erased or destroyed
- 6.** To claim compensation for damages caused by a breach of data protection legislation
- 7.** To lodge a complaint with the information Commissioners office
- 8.** To request a copy of your personal data for you to reuse for your own purposes across different services.