



Privacy Notice

Salon & Spa Clients

This notice covers the processing of personal information when you are a client in any of New College Lanarkshire Salons.

The data controller for the information being processed is New College Lanarkshire. Our registered office is 1 Enterprise Way, Motherwell ML1 2TX.

If you have any concerns or queries about how we use your personal information you can contact our Data Protection Officer at data.protection@nclan.ac.uk

Your personal information

- Name
- Contact details e.g., telephone number, email, address
- Relevant information on any medical conditions
- Photographs
- Marketing preferences

How we use your information

We will use your personal information for the following purposes:

- Create and manage your client file
- Communicate with you about your appointments
- Meet our health and safety obligations to; ensure any treatments are being delivered safely and that there are no contra indications which would prevent or restrict the treatments as some treatments could exacerbate medical conditions or cause an adverse reaction.

Our lawful basis is **Contract**. Where we are processing your medical information, our lawful basis for this is **explicit consent**. **However, if you do not provide medical information, we may be unable to perform certain treatments on you.**

- We may use your images and anonymised client notes for the purpose of evidencing student work and assessments.

Our lawful basis is **Public Task**.

- Send you marketing information. If you opt to receive marketing communication, we will contact you details of special offers or events at the salon.
- Use your images to promote the salon via our social media platforms.

Our lawful basis is **Consent**.

Sharing Your Information

We may share your information with the following:

- Our insurance providers
- Our IT system providers

Retention of Information

In accordance with the Health and Safety at Work Act 1974 the information you provide will be retained for three years from the date of the last treatment.

Your client file will be retained for six years after your last attendance.

Your Rights

You have rights in relation to the personal information the college use. You can access information on these rights and how to use them on the Data Protection section of our website:

<https://www.nclanarkshire.ac.uk/us/data-protection/data-subject-rights>