



Privacy Notice

Salon & Spa Clients

This notice covers the processing of personal data 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 data you can contact our Data Protection Officer at data.protection@nclan.ac.uk

Personal data processed

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

How we use your personal data

We will use your personal data 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
- Auditors

Retention

Your client file will be retained for six years from the end of the academic year of your last treatment.

Your rights

You have rights in relation to the personal data we use. You can access information on these rights and how to use them on the [Data Protection](#) section of our website.

Data protection complaints

If you feel your data protection rights have been infringed you have the right to complain to us about this. To make a data protection complaint to us please email your complaint to data.protection@nclan.ac.uk