**Privacy Policy**

This is The Naunton Salon’s privacy policy, I am located at 107 Naunton Crescent, Cheltenham, Gloucestershire, GL53 7BE and you can email me at amandajsinfield@gmail.com This privacy policy explains how I use any personal information I collect about you and why I collect it.

**What Information Do I Need?**

I need your contact details, your: name, phone number, address, postcode and email address. I also need information about your age and health in order for a treatment to go ahead.

**Why Do I Need It, How Will I Use It and How Long Will I Retain It?**

I need all the details above in order to ensure that it is safe for me to provide the treatments you may ask for and also for insurance purposes. I will store your information for 7 years after the date of your last treatment, or for 7 years after you have reached the age of 18 if you are/were under 18 when your treatment took place. The lawful basis for processing this personal information is ‘contract’, this means that I have a legal reason to ask you for your data because I need it for contractual reasons. You do not have to share your personal data with us, but if you do not, I cannot offer you a treatment with The Naunton Salon. You must fulfil your side of the contract (share your personal information) in order for me to fulfil mine (carry out treatment).

**Marketing**

I would also like to send you information about the products and services I offer using the information you have shared with me, but you do not have to agree to this for treatment to go ahead. If you agree to being contacted for marketing purposes you will need to tick the relevant boxes on the policy to give your consent. You may withdraw this consent at any time by emailing me at amandajsinfield@gmail.com or calling me on 07557 373190

Will I Share Your Information?

I will not share your information with anyone outside of The Naunton Salon

Who Can you Complain To If You Feel I am Not Handling your Data Correctly?

Please contact me if you have any questions about this privacy policy or the information, I hold on you, you can do this by email, amandajsinfield@gmail.com or post 107 Naunton Crescent, Cheltenham, Gloucestershire, GL53 7BE. If you believe I am not handling your data correctly you have a right to make a complaint, this should be sent to me using the above contact details. If you are unhappy with my response you should then contact the ICO (independent commissioner’s office) by contacting them or using the following web page https://ico.org.uk/concerns/ .