This privacy notice explains how Mirror Mirror Hair Design looks after personal information you give us or that we learn by having you as a client and the choices you make about marketing communications you agree we may send you. This notice explains how we do this and tells you about your privacy rights and how the law protects you.

**TOPICS:**

* What information we collect about you
* Marketing
* How long your information will be kept for
* Where your information is kept
* Access to your information and correction
* Other Websites
* Changes to our privacy notice
* How to contact us

**WHAT INFORMATION WE COLLECT ABOUT YOU**

We collect information about you when you book an appointment for a service or treatment, visit the salon or barbershop for a service or treatment, buy a product or apply for a job, whether contact is online, on paper, by email or over the phone.

The information you give us may include your name, address, email address, phone number, relevant history which may suggest that a service or treatment should not go ahead or certain products should not be used (eg allergies, pregnancy, skin conditions), payment and transaction information, IP address and CVs.

For clients under the age of 16, we will only keep and use their personal information with the consent of a parent, carer or guardian

[Some of the people working in our salon/barbershop are self-employed. Where software systems and reception facilities are shared, our self-employed colleagues will have access to your information.]

We will not share your information with any other third party without your consent except to help prevent fraud, or if required to do so by law.

**MARKETING**

We would like to send you information about products and services which may be of interest to you. We will ask for your consent to receive marketing information.

If you have consented to receiving marketing, you may opt out at a later date.

You have the right at any time to stop us from contacting you for marketing purposes or giving your information to third party suppliers of products or services. If you no longer wish to be contacted for marketing purposes, please contact 01202889464 .

**HOW LONG YOUR INFORMATION WILL BE KEPT FOR**

After a year we will delete all your personal information, except for your name, relevant client history (eg allergy test records which we keep for 4 years) and financial transactions (which we are obliged to keep for 6 years).

See our data retention policy for further information, including employee data.

**WHERE YOUR INFORMATION IS KEPT**

All Record cards for any services carried out in the salon are kept in a lockable filing system. We do not store personal data on any computer software.

Any payment transactions are encrypted. Sending information via the internet is not completely secure, although we will do our best to protect your information and prevent unauthorised access.

**ACCESS TO YOUR INFORMATION AND CORRECTION**

You have the right to request a copy of the personal information that we hold about you. This will normally be free, unless we consider the request to be unfounded or excessive, in which case we may charge a fee to cover our administration costs.

If you would like a copy of some or all of your personal information, please contact 01202889464

We want to make sure that your personal information is accurate and up-to-date. You may ask us to correct or remove information you think is inaccurate.

You have the right to ask us to object to our use of your personal information, or to ask us to delete, remove or stop using your personal information if there is no need for us to keep it.

**OTHER WEBSITES**

Our website includes links to other websites. This privacy notice only applies to this website so when you link to other websites you should read their own privacy notices.

**CHANGES TO OUR PRIVACY NOTICE**

We keep our privacy notice under regular review and we will place any updates on this webpage. This privacy notice was last updated on 16/01/2020.

**HOW TO CONTACT US**

Please contact us if you have any questions about our privacy notice or information we hold about you:

* By email hairbytracy84@gmail.com
* Or write to us at Mirror Mirror Hair Design, unit 2 Pamphill dairy farm shop, Wimborne,Dorset Bh214ed

You also have the right to complain to the Information Commissioner’s Office. Find out on their website how to report a concern:

[www.ico.org.uk/concerns/handling](http://www.ico.org.uk/concerns/handling)