

Chelmsford College Group

Personal Data Privacy Notice – Princes Salon Clients

Manager Responsible: Director of Curriculum (PR)

Version Number: 1.1

Approval Date:	12 Nov 2019
Approved by:	Data Protection Working Group
Minute number:	
Ratified by:	Senior Management Team
Minute number:	
Review Date:	31 Aug 2021
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Intended Audience: <i>(Check appropriate box)</i>			
Staff:	<input checked="" type="checkbox"/>	Governors:	<input checked="" type="checkbox"/>
Students:	<input checked="" type="checkbox"/>	External:	<input checked="" type="checkbox"/>

AMENDMENT SUMMARY

<u>Version</u>	<u>Date</u>	<u>Remarks</u>
1.0	12 Nov 2019	Initial Publication
1.1	08 Jan 2021	Definition of UK GDPR following EU Withdrawal

Age, Disability, Gender & Race Equality Statement

Age, Disability, Gender and Race Equality Impact Measures will be set and monitored through analysis of all data related to potential suspected or actual abuse of this policy.

A copy of the Equality Impact Assessment Initial Screening Form is attached as an Annex to this document.

NOTICE ABOUT HOW WE USE YOUR PERSONAL INFORMATION

We are the data controller of personal information about you. We are Chelmsford College Group. Our address is:

102 Moulsham Street
Chelmsford
Essex
CM2 0JQ

Our Data Protection Officer is Mark Emerson, Director of Information Services. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at:

DataProtection@chelmsford.ac.uk.

This privacy notice has been prepared in accordance with the UK General Data Protection Regulation¹ (UK GDPR) and the Data Protection Act 2018.

This notice sets out how we may use personal information collected about you during your visit to Chelmsford College.

You have certain rights, including how to get a copy of your data, how to get it corrected or deleted, and how to complain. **These rights are set out in more detail below.**

Additional [specific rights you have over your personal data](#) are included at the end of the document.

Princes Salon Clients

What would you like to learn more about?

[the information we collect about you and why we collect it](#)

[how information about you will be used](#)

[how direct marketing will be conducted](#)

[the legal basis on which we collect and use your personal information](#)

[how long we keep your personal information](#)

[how we share your personal information](#)

[where your information is kept](#)

[how we transfer your personal information outside Europe](#)

[automated decisions we take about you](#)

¹ The "UK GDPR" means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27th April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018.

THE INFORMATION WE COLLECT ABOUT YOU AND WHY WE COLLECT IT

We collect information about you when you book an appointment for a service or treatment, visit the salon for a service or treatment or buy a product.

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.

As part of your visit to the College we store and use your personal details and information about your visit for the purposes of managing and operating the College.

We use CCTV at our buildings for the purposes of crime prevention, security and health and safety and, accordingly, will capture imagery of visitors to the College.

HOW INFORMATION ABOUT YOU WILL BE USED

To provide the service or treatment you have requested is communicated immediately by email and a reminder of your appointment will be sent by text 3 days before your appointment date.

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.

THE LEGAL BASIS ON WHICH WE COLLECT AND USE YOUR PERSONAL INFORMATION

Except in the circumstances highlighted below, we process this information on the basis of our legitimate interests:

- we have a legitimate interest in wishing to interact with you to manage and operate the salons and the appointment system effectively and to ensure that the College is safe and secure for all persons visiting; and
- to be able to do so, we need to understand details of who is in the building, who is due to arrive and to be able to communicate with them.

Where we are required by law to hold certain records for health and safety purposes, then we hold those records to comply with that statutory obligation.

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Unless you request otherwise, we will keep your information for a maximum of one year from your last visit to the salon.

HOW WE SHARE YOUR PERSONAL INFORMATION

Organisation	Purpose
Salon Iris	On a very limited basis for database testing and repair

WHERE YOUR INFORMATION IS KEPT

Your information is stored within the Chelmsford College network and our password protected booking system provided by Salon Iris.

HOW WE TRANSFER YOUR PERSONAL INFORMATION OUTSIDE EUROPE

Generally, we do not store or transfer your personal data outside Europe.

AUTOMATED DECISIONS WE TAKE ABOUT YOU

We do not make automated decisions using this personal data.

YOUR RIGHTS OVER PERSONAL INFORMATION

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;

- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly used, machine readable format.

CHANGES TO OUR PRIVACY POLICY

We keep our privacy policy under regular review and will update it from time to time to make sure it remains up-to-date and accurate.

Equality Impact Assessment (EIA) Initial Screening Form

Name of the Policy, Procedure, Practice or Proposal being screened:

Personal Data Privacy Notice - Staff

Provide a brief description of its purpose:

The purpose of this document is to lay out how personal data is collected, stored, processed, in some circumstances shared, and deleted.

Are there controls in place to monitor the uniform application of this practice? (if no please explain below)

Yes**No**

The universal application of these processes is monitored by the Senior Management Team and the Data Protection Working Group; which includes representation from the Governing Body.

Does the policy or process have the potential to affect a particular group disproportionately in either a positive or negative way? Please provide comments with supporting evidence:

The processes are universally applied, without favour, as required by law.

If you have identified a medium or high equality impact please complete the following, otherwise leave blank. Add additional comment below the questions as necessary.

Are there any other policies or practices that need to be assessed alongside this screening?

Yes**No**

Should the policy or practice proceed to a full Equality Impact Assessment?

Yes**No**

If the answer to the above question is no, please give the reasons for this decision:

If a full impact assessment is required, please give the date by which it will be completed

(Note – If you have assessed a negative impact as high, you must seek advice and conduct a full EIA on a high priority basis)

Declaration:

We are satisfied that an initial screening has been carried out and a full Equality Impact Assessment [~~is~~ / is not] required at this time.

(If a full EIA is required, a template form is available within the EIA Guidance Notes which must be read before completing a full EIA).

Manager:

Signature:

Tanya Gower

Date:

11 Nov 2019

Countersigned

Signature:

Simon Drane

Date:

11 Nov 2019