# Fallon Aesthetics Limited Privacy Policy

# Our contact details

Name: Fallon Aesthetics Limited

Address: 94 Northampton Road, Higham Ferrers, NN10 8AN

Phone Number: 07907 005255

E-mail: fallon-aesthetics.co.uk

## The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Payment details
- Medical history
- Online identifiers including IP address and cookies
- Photographs

### How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

• Maintain records to ensure adequate and appropriate care, social media use.

We use the information that you have given us in order to maintain a standard of care, contact you in the event of an appointment or emergency and inform you of any clinic activities. We also use images to show our services on social media with your consent.

We may share this information with your Doctors surgery should you request us to do so.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

# (a) Your consent. You are able to remove your consent at any time. You can do this by contacting fallon-aesthetics@outlook.com

(b) We have a contractual obligation.

(c) We have a legal obligation.

#### (d) We have a vital interest.

#### (e) We have a legitimate interest.

#### How we store your personal information

Your information is securely stored.

We keep your medical and personal information for 5 years We will then dispose your information by secure disposal / the deleting of digital records

#### Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us via email at: fallon-aesthetics.co.uk or call on 07907 005255 or in writing to Fallon Aesthetics 94 Northampton Road Higham Ferrers

NN10 8AN if you wish to make a request.

# <u>How to complain</u>

If you have any concerns about our use of your personal information, you can make a complaint to us at [Insert your organisation's contact details for data protection queries].

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Helpline number: 0303 123 1113

ICO website: <u>https://www.ico.org.uk</u>