

Privacy Policy for Complexion Skin Clinic

1 Data Collection

Any personal information provided to Complexion Skin Clinic by you or any medical professional concerning you, (via my website, email, letter, or in a phone call) will be kept secure and used only for the purpose of carrying out or discussing the treatment you have requested or in connection with appointments. It will never be passed to third parties without your approval. Client personal data, including medical history, is taken with a purpose of “legitimate interest” in order to carry out an electrolysis, aesthetics or beauty treatment, in a safe manner.

2 Storage of Information

2.1 Written Records

Written records are kept in a locked cabinet, the key to which is stored in a combination safe.

2.2 Photographs

Photographs are stored in a camera and periodically transferred to a USB Stick. These items are kept in a combination safe.

2.3 E-mails

E-mails from clients to me, and my responses to them, are received on a Toshiba Laptop or a mobile phone, both of which are password secured. .

2.4 Data Deletion

The procedure for deleting personal data is to shred written records or delete information electronically. Written records are held for 7 years.

3 Marketing Information

Marketing Information is not currently being sent out. If and when marketing information is sent out, client consent will be sought prior to this.