

Enigma Privacy Policy

Enigma is registered in England and Wales with company number **07192180** and has its registered office at:

Tax Assist Accountants

84 Aldermans Hill, Palmers Green, London, N13 4PP

Enigma is VAT registered with VAT number

This policy will explain what information we collect about you and how we use it.

The Information we collect about you

Enigma only use the information we collect to provide our services. We do not share or sell the information we collect for any other purpose than providing the best possible service for our clients. At any time, you may request a copy of information we have recorded about you. You may also request we remove all identifiable information with respect to yourself. As a matter of course, we will delete your identifiable information if you have not undertaken business with us after 2 years.

We operate CCTV across the premises for the safety and security of our clients and staff as well as a deterrent for the purpose of criminal activity.

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.

Our services

We request the minimum level of personally identifying information to run our business effectively. This is data you provide us directly, for example, your name and contact details. We will never obtain information about you indirectly from sources outside our business. We store notes with respect to services we undertake to ensure we maintain and exceed our level of service. For example, your preferred nail colour, skin details, products used, Allergies and medical history. We consider you have provided consent for us to store personally identifying information and information about your services based on your receiving services from us. Depending on the particular service(s) we are providing we may be required to ask questions related to your medical history. We will obtain your consent prior to storing information related to your medical history. Examples of medical data may be allergies, pregnancy or an injury that may impact our service.

Appointment confirmations and reminders

We will contact you via phone or email to confirm appointments booked and remind you of upcoming appointments. We consider your having made the appointment as consent to undertake this activity but, if you want, you may opt-out at any time.

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 us.

We email e-newsletters to inform you about products, services and treatments provided by our salon. You have the opportunity to unsubscribe from e-newsletters at any time.

Access to your information

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.

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.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit www.aboutcookies.org or www.allaboutcookies.org

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

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 policy

We keep our privacy notice under regular review and we will place any updates on this webpage or on the printed copy. This privacy notice was last updated on DATE

How long is personal data held for?

We aim not to hold personal data longer than necessary.

Unless requested by an individual, the following types of data will be held for the periods shown below, after which it will be securely deleted or destroyed:

TYPE OF INFORMATION	RETENTION PERIOD
Client general records	7 years
Client health records	7 years
Financial transactions, invoices and supplier details	7 years
Employee records, contracts of employment, changes to terms and conditions, annual leave, training records	While employment continues and up to 7 years after employment ends
Payroll and wage records including PAYE, income tax, national insurance, sick pay, redundancy payments	7 years from the financial year-end in which payments were made
Maternity records	7 years after the end of the tax year in which the maternity pay period ends
Job applications (unsuccessful)	4 months after notifying unsuccessful candidates One year from the end of the month in which they were received or sent unless a longer period is relevant as above. Emails to and from ex-employees or contractors will be deleted within 2 weeks of them leaving unless these form part of the employment record – see above.
Emails	

Where is personal data held?

Personal data about clients, financial transactions and employees are held on our secure salon software system which is backed up every day or held in secure electronic files electronically which can be accessed only by authorised company employees.

Paper records are held in a locked cabinet or in secure archive storage.

How is personal data deleted?

Personal data is permanently deleted in accordance with the retention periods listed above from:

- Salon software system
- Electronic files
- Emails
- Paper records, which are securely shredded.

How to contact us

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

- By email enigmabeauty218@gmail.com
- Or write to us at Enigma Beauty Salon Ltd, 218 High Road, Woodford Green, IG8 9HH
- 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