**Privacy Notice – Hairdressing, Beauty and Wellbeing**

**The Data Controller of the information being collected is:** Perth College UHI, Crieff Road, PERTH, PH1 2NX. Phone 01738 877000.

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at **dataprotectionofficer@uhi.ac.uk**

This privacy statement relates to the following process:

Client Record Cards/Recording of Appointments/Consultation Forms/Assessment Forms.

Your information will be used for the following purposes:

Purpose 1: Skin allergy testing records and record of colour service.

Purpose 2: Marketing.

Purpose 3: Recording of appointments/pre and post-treatment consultation forms/assessment forms.

Our legal reason for using the data is/are:

Purpose 1: Use is necessary for us to comply with a legal obligation.

Purpose 2: You have given consent for the use.

Purpose 3: Use is necessary for us to comply with a legal obligation and to protect a person's vital interests.

The data being used includes special category (sensitive) data. We use this sensitive data under the following legal condition(s):

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| The special category is health data and health contra-indications in respect of a client's treatment.* You have given consent to the processing.
* Use is necessary to protect a person's vital interests.
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If you were to withhold the personal information we require for this process, the consequences would be:

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| Purpose 1: Would not be able to provide the service the client has requested.Purpose 2: The client would not be kept informed of salon events, promotions and special appointments.Purpose 3: Would not be able to provide the service the client has requested. |

Your data will, or may, be shared with the following recipients, or categories of recipient:

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| Perth College UHI Hair, Beauty and Wellbeing may share your data with:Students in respect of their academic studies.The Scottish Qualifications Authority (SQA)City and Guilds |

Your data will be retained for the following length of time:

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| Purpose 1: Skin allergy testing records and record of colour service.Period of treatment + 1 year.Purpose 2: Marketing2 years with the right to withdraw consent at any time.Purpose 3: Recording of appointments/pre and post-treatment consultation forms/assessment forms.Period of treatment + 1 year. |

**The following rights are rights of data subjects:**

* The right to access your personal data.
* The right to rectification if the personal data we hold about you is incorrect.
* The right to restrict processing of your personal data.
* The following rights apply only in certain circumstances:
* The right to withdraw consent at any time if consent is our lawful basis for processing your data.
* The right to object to our processing of your personal data.
* The right to request erasure (deletion) of your personal data.
* The right to data portability.

You also have the right to lodge a complaint with the [**Information Commissioner's Office**](https://ico.org.uk/make-a-complaint/) about our handling of your data.