



Date: 16 June 2020

Privacy Notice

Our contact details

Revive Skin and Laser Centre Ltd is a company registered in England and Wales, Company Number: **07885935**. Our registered address is: *43 Woodvale Kingsway, Quedgeley, Gloucester, England, GL2 2AU*. Our operating address is: *37 St Nicholas Street, Worcester WR1 1UW*.

If you have any queries, please do not hesitate to contact: **Kasha Piotrowska**, BA (Hons), AAS., ITEC dip., Certified Laser Specialist, VTCT Level 4 Qualified in Laser & IPL Treatments
37 St. Nicholas Street, Worcester, WR1 1UW.

Landline: 01905 26040 **Mobile:** 07944 057751

Website: www.reviveskinandlaser.co.uk **Email:** info@reviveskinandlaser.co.uk

What type of information we have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Skin conditions
- Treatments provided

How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for the provision of skin care and related services, as requested by you.

Under the General Data Protection Regulation (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 *Kasha* as per the above details provided.
- b) We have a **contractual obligation** – processing your personal data is necessary for our performance of this contract between us.
- c) We have a **legal obligation** – processing is necessary for the purposes of preventive or occupational medicine, medical diagnosis, the provision of health care or treatment.
- d) We have a **vital interest** – in the protection of your health.
- e) We have a **legitimate interest** – as per business requirements.

What we do with the information we have

We use the information that you have given us in order to ensure that we provide the best of care, leading to your required outcomes.

We do not transfer your personal data outside the European Economic Area (**EEA**).

How we protect your information

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data only to those who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We keep your personal information as provided by you, for as long as you are an ongoing client. Once this is no longer the case, your information will be securely disposed of, as long as there is no legislative requirement to retain it.

Your data protection rights

Under data protection legislation, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information. We aim to comply with such a request from you within one month of the request being made. Where we cannot provide you with this information within one month; we shall inform you of this and provide the reasons why this cannot be achieved; at which point, we shall have a total of 3 months to comply with this request.

Your right to rectification - You have the right to ask us to rectify 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 request that we delete your data provided that; we no longer require your data; or there is no legitimate legal basis for us to process your data; or we have unlawfully processed your data; or the data must be erased in order to comply with the law.

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

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

Your right to data portability - You have the right to ask that we transfer the 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 at info@reviveskinandlaser.co.uk if you wish to make a request.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

How to complain

If you have any complaints about how we process your data; please contact the Data Protection Officer, at the address provided above.

In the event that we are unable to resolve your complaint: You have the right to make a complaint to the Information Commissioner's Office (www.ico.org.uk) if you believe that your information has been mishandled by us. The Information Commissioner's Office can be contacted as follows:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Helpline number: 0303 123 1113