

Privacy Notice – for You. Salon & Training Salons

Ayrshire College (the College) is providing you with this information to comply with data protection law to ensure that you are fully informed and that we are transparent in how we collect and use your personal data.

Your privacy and trust are very important to us and this Privacy Notice provides essential information about how the College handles your personal data (information) and the rights you have in relation to how we use your data. The College is committed to complying with all applicable Data Protection legislation.

Who are we?

Ayrshire College is the 'Data Controller' and is responsible for looking after the personal data that you provide.

Registered office – Ayr Campus
Dam Park, Ayr
KA8 0EU

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer (DPO) at dataprotection@ayrshire.ac.uk

This privacy notice relates to the following process:

You. Salon and Training Salons across Ayrshire College campuses.

Purpose for processing – why do we collect information about you?

- We use the information you provide to deliver effective services to clients. These include hair, barbering, beauty, nails, make-up artistry and complementary therapies.
- We will use your information to send you marketing communications and special offers only where you have given consent.
- We will use your photograph to promote the You. Salon and Training salons only where you have given your consent.
- We may use your images and anonymised case notes for educational purposes as evidence of student progression for assessment.

Ayr Campus
Dam Park
Ayr, KA8 0EU
T 01292 265184
E enquiries@ayrshire.ac.uk

Kilmarnock Campus
Hill Street
Kilmarnock, KA1 3HY
T 01563 523501
E enquiries@ayrshire.ac.uk

Kilwinning Campus
Lauchlan Way
Kilwinning, KA13 6DE
T 01294 559000
E enquiries@ayrshire.ac.uk

Our lawful basis (reason) for processing your information

- Use is necessary for the performance of a contract with you or to take steps, at your request, before entering into such a contract.

Collecting your personal information is necessary to book an appointment for you and is needed for the performance of the contract we have with you to provide salon services.

- You have given consent for the use.

We will only contact you with marketing materials and take photographs of you in You. Salon or Training Salons to promote our services where you have given consent.

- Use is necessary for the performing a task in the public interest or under official authority vested in us.

Where we collect your personal data and images for educational purposes this is necessary for the performance of our public task function. This is used as evidence of student progression for coursework and assessment purposes. We will always ask for your permission before taking photographs or using your information in this way.

The data being used includes special category (sensitive) data. Our legal reason for using this sensitive data is:

- You have given explicit consent to the processing.

We will only process your medical information where you have given specific, explicit consent for us to do this. However if you do not provide medical information we may be unable to perform certain treatments on you.

What information do we collect about you?

- We collect your name and contact details to allow us to manage your client file, send you booking information and reminders about appointments.
- We collect information on your medical history including details of any allergies to ensure any treatments are being delivered safely. We will use this information to ensure that there are no contra indications, as some medical conditions can prohibit us carrying out some treatments due to a possibility that they may exacerbate the condition or cause an adverse reaction. This data is special category (sensitive) data.

- We keep details about your treatment history and any contra-actions so we can provide advice and support as required.
- We keep details about your product purchases, treatment history and any contra-actions (contractions are normal or adverse reactions that may occur as the result of receiving a treatment) so we can provide advice and support as required.
- We will also collect your marketing preferences if you give consent. If you opt in to receive marketing communication we will contact you with details of special offers or events at the salon.
- We will take photographs of you following a treatment or haircut only where you give consent. We will use these photographs to promote the You. Salon and Training Salons on the You Salon or College website and on the You. Salon and/or College's social media pages.
- We may also ask to use your photograph and anonymised case notes following a treatment or haircut for educational purposes. This information is used as evidence of student progression for coursework and assessment purposes. Students will always ask for your permission first.

How do we collect it?

Your personal information is collected when you enquire about our services in person, on the phone or via email and when you complete a consultation card in the salon.

Who do we share your information with?

We use an online booking system provided by Premier Software. All personal data is stored on Ayrshire College servers. Premier personnel may require remote access to our servers for maintenance and testing purposes only. This process is controlled in line with Ayrshire College's Information Security Policy.

The You. Salon and/or Training Salons will not share your personal information with any third parties or use the information provided for any purpose other than outlined above.

Details of data transfers to any third countries or international organisations

Your information will not be shared outside of the [European Economic Area](#).

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How do we look after your information and how long do we keep it for?

We will take all reasonable steps to prevent the loss, misuse or alteration of information you give us. Your personal information will be stored securely and will only be accessed by authorised staff, (including students of the You. Salon and Training salons), agents, contractors and other organisations who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality and must comply with data protection law.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

- Consultation cards completed for student coursework (hard copies) are held in locked cabinets in controlled access areas and are not removed from College premises.
- Client record cards (hard copies) are held securely in locked cabinets within the salon/training salon and these are also added to the online booking system by Salon staff.

In accordance with the Health and Safety at Work Act 1974 the information you provide will be retained for three years from the date of the last treatment.

Photographs taken to promote the Salon and or training salon will be retained on college servers for three years and then will be destroyed confidentially in line with the Marketing department's annual deletion schedule.

Where your image/information is used for coursework/assessment purposes, all student assessment evidence must be retained by the College for the purposes of verification and will be retained securely in line with the College's Assessment Policy.

Automated decision making processes, including profiling.

We do not use any automated decision making about you.

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Your rights

Under Data Protection Legislation you have certain rights in relation to how the College manages and uses your personal information:

- The right to be informed (this is the Privacy Notice)
- 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

In addition 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
- The right not to be subject to automated decision making including profiling.

For more information about your rights please see www.ico.org.uk.

Contact us

If you have any issues about this notice or the way the College has handled your personal information, please contact our Data Protection Officer in the first instance:

email dataprotection@ayrshire.ac.uk
Telephone: 0300 303 0303 or write to:

Data Protection Officer
Ayrshire College, Kilmarnock Campus
Hill Street
Kilmarnock
KA1 3HY

Complaints to UK Information Commissioner's Office (ICO)

If you are dissatisfied with the response from the College you have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data:

email: casework@ico.org.uk; Telephone: 0303 123 1113 or write to:

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

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