**Nutritional-Beauty - Privacy Statement**

**Introduction**

Your Privacy is very important to Nutritional Beauty and all information that is received will be treated confidential and will not be shared with anyone unless we have your written authority to do so.

Nutritional-Beauty encourages all guests to read the policy carefully and to contact me with any questions or concerns about my privacy practices.

**Who we are?**

Nutritional-Beauty is represented and controlled by Jan Curson. The company is committed to the rules and regulations of the IICT Governing Body as well as the BGi.

 **What information do we collect?**

Your Name

Address & Telephone Number

Date of Birth

Full Medical history and medications usage

* Nutritional-Beauty collects date when user registers, purchase services, completes a contact form, signs up to a newsletter

Specific personal data is collected from medical history forms and consultation intake forms

* Personal data is held on file through a password sensitive computer contained in a locked confinement. Financial data that is given for payment of services over the phone is not recorded or document for further services.

**How do we use personal information?**

* To enable an effective consultation experience
* To deliver exciting and informative newsletters
* To carry out surveys
* internal research and development purposes
* providing services
* legal obligations (eg prevention of fraud)
* meeting internal audit requirements

**What legal basis do we have for processing your personal data?**

Nutritional-Beauty has completed the module governing GDPR rules and regulations regarding the legal grounds:

* consent
* contract
* legitimate interests
* vital interests
* public task
* legal obligation

Every client will need to give consent for Nutritional-Beauty to collect data for consultation purposes. Every client is legally able to withdraw consent at any time. Every client is fully entitled to see their personal file held on file.

**When do we share personal data?**

Personal data is treated with confidentiality. Should there be circumstances that a referral is necessary, then the client will be asked for consent before sharing any personal information. A referral letter will be typed and given to the client to take away with them so this eliminates the risk of a third party or mail getting lost is in the post with a client’s personal details.

Data may also be shared with your medical practitioner should further blood tests or a medical condition be identified needing further investigation.

**Where do we store and process personal data?**

Personal data is stored and processed on a password sensitive computer in a locked confinement.

**How do we secure personal data?**

Data security is not exposed to computer hackers as up to date technology is used at all times to secure personal information.

No other staff will have access to any files

**How long do we keep your personal data for?**

Personal details are to be held for 5 years. There will be no paper trails as all personal data will be kept digitally. No personal information will be used for marketing or printing. Disposal of personal records will be simply by the delete control.

**Your rights in relation to personal data**

Under the GDPR, you have the right to your personal data. These include:

* access to personal information
* correction and deletion
* withdrawal of consent (if processing data on condition of consent)
* data portability
* restriction of processing and objection
* lodging a complaint with the Information Commissioner’s Office

Clients can exercise their rights and Nutritional-Beauty will respond effectively in accordance with the law.

**How to contact us?**

By telephone: 07378 838205. Email: jan@nutritional-beauty.co.uk

**Use of cookies and other technologies**

Cookies may be used for effective marketing and research and these can be managed effectively by the user

**Linking to other websites / third party content**

Any external links or YouTube suggestions are not the responsibility of Nutritional-Beauty and the company does not accept any responsibility for them.

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