

Data controller for this website - Izzy Walker, trading as Bellafaces: Face & Body Art
Email: bellafaces@icloud.com

Tel: 07775 518467
Address: 5 Wellington House,
Kidman Close,
Gidea Park, RM2 6JD

1. Our Data Protection Policy

We have a commitment to protect the privacy of all our website visitors & clients. This policy outlines how our business collects, uses, discloses & manages the personal data supplied to us in order to fulfil our work & provide the best possible service. It fulfils a legal requirement to protect our visitor & client's privacy & comply with UK data protection laws (GDPR).

2. What type of information do you collect?

We collect the minimum essential personal information needed in order to carry out our work. Including but not limited to names, addresses, email addresses, contact telephone numbers & photographs.

3. How do you collect information?

Personal data is supplied directly to us by you, the visitor or client. Data can be collected in person, via telephone, text service or email. All photographs from live events on the website are used with verbal or written permission from the subject, or parent or guardian of the subject.

4. Why do you collect such personal information?

We collect such non-personal and personal information in order to supply further information on our services & in order to supply services to our clients. Contact data is also used for the collection of payment, and to comply with UK tax regulation, as we are required to securely retain accounts relating directly to a client bookings & transactions for up to 6 years. We use photographs from live events (on our website or social media) for the display & promotion of our work only, and for no other purpose.

5. How do you use data?

We use this data in order to supply our services, to supply quotations & further information to clients, for the collection of fees once work is completed, and for accounting purposes.

6. How do you store data, for how long & who has access to it?

All data is stored securely in password protected or encrypted digital formats (email/text message/spreadsheet). In order to comply with UK tax regulations, we are required to keep accounts relating to all transactions for up to 6 years. The data controller has primary access to the necessary information relating to your booking. It may be shared with team members in order to complete requested services (e.g. the hiring of additional staff). All contracted team members are subject to the same confidentiality regulations outlined in this notice.

7. How do you disclose your site visitors' personal information?

We do not sell personal information to any third parties. We will only share or disclose information with our staff if requested by you, the client, in order to supply our services (e.g. the hiring of additional staff). We will not use it to contact you for any marketing purposes.

8. How do you communicate with your site visitors?

We will only contact you in regard to matters directly relating to your enquiry or booking contract with us, prior to and if necessary following the event. For these purposes we may contact you via email, telephone, text message service or postal mail.

9. Are there Cookies on the site?

A cookie is a small text file that is downloaded onto smartphone or computer when the user accesses a website. It allows the website to recognise that user's device and store some information about the user's preferences or past actions.

Our website uses two types of cookie; Session (Transient) cookies, and Persistent (Permanent or Stored) cookies. This is to aid the usability & the smooth running of the site. You can prevent your device from allowing cookies, but this may not offer the best experience when using the website.

10. How to withdraw your consent & your rights

You have the right to a copy of your data (right to access personal data), and to notify the data controller of any errors.

You have the right to lodge a complaint in relation to the data controller with the ICO (details can be found at <https://ico.org.uk>).

You have the right to withdraw consent at any time (if data is no longer required for our records, see section 4).

11. Privacy Policy Updates

We reserve the right to modify or change this policy at any time, so please review this notice periodically. Changes & clarifications will take immediate effect upon their posting to the website. If any changes are made, we will state clearly upon this notice that it has been updated, so that you are aware of the following:

- the information we collect, how it is used, and under which circumstances, if any, we use and/or disclose it.

12. Questions & Contact

If you have any questions relating to this notice, or if you would like to access, correct amend or delete any personal information we have about you, you are invited to contact the data controller at:

email: bellafaces@icloud.com

mail: 5 Wellington House, Kidman Close, Gidea Park, RM2 6JD