



KAM Aesthetics and Beauty Clinic Ltd

PRIVACY NOTICE

OUR CONTACT DETAILS

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We are committed to protecting and respecting your privacy. This notice explains how KAM Aesthetics and Beauty Clinic uses and manages the personal data or information we hold about you, including sharing information with health care professionals and other organisations and how we maintain appropriate confidentiality.

<p>Who we are?</p>	<p>We are KAM Aesthetics and Beauty Clinic an independent healthcare service provider providing a range of facial aesthetic and body treatments to adults over the age of 18. We also provide beauty services to our service providers.</p> <p>We are registered with the Information Commissioners Office (registration number ZB486396)</p>
<p>What is our legal basis for processing your personal and special category information?</p>	<p>As an independent healthcare provider, the lawful basis for processing your personal information is:</p> <ul style="list-style-type: none">- we have a contractual and legal obligation to process this data in the performance of a task being carried out. <p>You can remove your consent at any time however this may result in us not being able to provide you with treatment.</p> <p>The lawful basis for processing special category data (for example sensitive information such as your health information) is:</p> <ul style="list-style-type: none">- preventative medicine, to reduce risk of complications and/or- to enable the provision of treatment or the management of healthcare



<p>What personal information do we collect about you and how do we obtain it?</p>	<p>The personal information we collect might include your name, address, date of birth, GP, next of kin, weight, height, general lifestyle advice, health conditions, allergies, medications, and treatments you receive. This will be collected when you access any of our services or attend in clinic.</p>
<p>Why do we collect your personal information and what do we do with it?</p>	<p>We collect your personal information to help us assess safe and suitable treatment options, allowing us to effectively manage your treatment outcomes in a client centred way. We keep full and accurate records about the healthcare and treatment you receive as one of our clients.</p>
<p>Who do we share your personal information with and why?</p>	<p>We share your relevant personal information for 'direct care' purposes within our team or if required with your GP or specialist to ensure you receive high quality care.</p>
<p>How do we keep your information safe and maintain your records?</p>	<p>Your personal information is stored either on our medical software or in paper form stored in a locked cabinet.</p> <p>All staff working within KAM Aesthetics and Beauty Clinic can only access information when there is a legitimate reason or a need-to-know basis. They are trained to handle your information correctly, protect your privacy and keep your information secure. We do not keep your records longer than necessary. Records are retained in accordance with the Department of Health and Social Care guidance and at the end of the life cycle records are destroyed in a safe manner.</p>
<p>What are your data protection rights?</p>	<p>You have the right in certain circumstances to:</p> <ul style="list-style-type: none"> - erasure and can ask us to erase your personal information - restriction of processing and can ask us to restrict the processing of your information - object to processing and have the right to object to the processing of your personal information - data portability and have the right to ask that we transfer the information you gave us to another organisation, or to you.



	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.
Further Information	Visit the Information Commissioners (ICO) website.
If you have any concerns	If you have any queries or concerns you can contact either us or the ICO - Information Commissioners Office Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF www.ico.org.uk