



## **Data Protection Policy GDPR**

### **Who is the Data protection officer?**

Emma Hosie – Academy owner and lead educator.

### **What information do we collect at the CA?**

Client records for Hairdressing services.

Client names and phone numbers for Covid 19 track and trace.

NHS Covid 19 QR code app

Student target and review and assessment sheets.

Student EHCP documentation.

Student addresses and phone numbers for contact purposes.

### **How do we use your information?**

Client records for colour services, allergy testing and medical requirements in case of emergencies.

EHCP information used to create target and review sheets.

### **Will your information be shared with anyone?**

Target, assessment and review sheets shared with student provisions, schools and families.

Student targets shared at EHCP reviews with county officials.

Student information shared with parents of relevant students.

### **Do we have permission to use images of Clients/ students?**

Images of students used for marketing purposes with the strict written permission of parents.

Images of clients shared to social media and webpage for marketing with verbal permission.

**Where do we store your information at the CA?**

Information stored in a locked office.

Information stored on a security coded computer system.

**Written by – Emma Hosie**

**Written - 01.06.2019**

**Reviewed - 01.06.2020**

**Next review date - 01.06.2021**