PRIVACY POLICY

This is **Mi Tiempo Skincare & Aesthetics** privacy policy, we are located at **68 Station Road Sandiacre NG10 5AP** and you can email us at mitiempo13@icloud.com**.** This privacy policy explains how we use any personal information we collect about you and why we collect it.

What Information Do We Need?

We need your contact details, your: name, phone number, address, postcode and email address. We will also need information about your age and health in order for a treatment to go ahead.

Why Do We Need It, How Will We Use It and How Long Will We Retain It?

We need all the details above in order to ensure that it is safe for us to provide the treatments you may ask for and also for insurance purposes. We will store your information for 7 years after the date of your treatment, or for 7 years after you have reached the age of 18 if you are/were under 18 when your treatment took place. Our lawful basis for processing this personal information is 'contract', this means that we have a legal reason to ask you for your data because we need it for contractual reasons. You do not have to share your personal data with us, but if you do not we cannot offer you a treatment with Mi Tiempo Skincare & Aesthetics . You must fulfil your side of the contract (share your personal information) in order for us to fulfil ours (carry out treatment).

Marketing

We would also like to send you information about the products and services we offer using the information you have shared with us, but you do not have to agree to this for treatment to go ahead. If you agree to being contacted for marketing purposes using the following methods please tick the relevant boxes to give your consent. You may withdraw this consent at any time by emailing us at mitiempo13@icloud.com**,** or calling us or messaging us on 07930 940 280**.**

Post ☐ Email ☐ Phone ☐ SMS ☐ Automated text/phone ☐

Will We Share Your Information?

We will not share your information with anyone outside of **Mi Tiempo Skincare & Aesthetics**.

Who Can I Complain To If I Feel You Are Not Handling My Data Correctly?

Please contact us if you have any questions about this privacy policy or the information we hold on you, you can do this by email **(mitiempo13@icloud.com)** or post **(68 Station Road Sandiacre, Nottinghamshire NG10 5AP).** If you believe we are not handling your data correctly you have a right to make a complaint, this should be sent to us using the above contact details. If you are unhappy with our response you should then contact the ICO (independent commissioner's office) by contacting them or using the following web page https://ico.org.uk/concerns/ .

Client signature: Date: