

Data Protection Policy

Policy Statement

The Louise Bain Aesthetics Academy intends to fully comply with all requirements of the Data Protection Act 1998 (hereinafter called 'Act') in so far as it affects the training Site and salon activities.

This Data Protection Policy:

- Covers the processing of all personal information.
- Covers all personal information handled, stored, processed or shared by the Louise Bain Aesthetics Academy whether organised and stored in physical or IT based record systems.
- Applies to all staff, students, partnership organisations and clients.

Introduction

The Louise Bain Aesthetics Academy requires to collect and use data for several purposes about its staff, students and other individuals who come into contact with the training organisation. In collecting and using this data, we are committed to protecting an individual's right to privacy regarding the processing of personal data and this policy has been implemented to support this commitment.

The collection, holding, processing and retention of all personal data will remain safe and confidential. Its purpose being to ensure that those individuals, who collect, store and use that data do not abuse it, and process the data in accordance with the following Data Protection Principles:

- Be processed fairly and lawfully and shall not be processed unless certain conditions are met.
- Be obtained only for specified and lawful purposes and shall not be processed in any manner incompatible with those purposes.
- Be adequate, relevant and not excessive for those purposes.
- Be accurate and kept up to date.
- Not be kept for longer than is necessary for those purposes.
- Be processed in accordance with the data subject's rights under the Act.
- Be kept safe from unauthorised access, accidental loss or destruction.

The Louise Bain Aesthetics Academy can only process personal data with the consent of the individual whom the data concerns. If the information is sensitive personal data, explicit consent may be needed.

The Louise Bain Aesthetics Academy requires all staff, students, clients and partnership organisations to be vigilant and exercise caution when asked to provide personal data held on another individual. They must ensure that personal information is not disclosed either orally or in writing to any unauthorised personnel, which includes family members, friends, government bodies and in certain circumstances the Police, without the express prior consent of the relevant individual.

All staff, students, partnership organisations and partner staff must ensure that any personal information which they hold is kept securely and that they take appropriate security precautions by seeking to ensure the following:

- Source documents kept in a lockable cabinet or drawer or room.
- Computerised data is password protected.
- Data kept on discs or data storage devices are stored securely and encrypted.
- Ensure individual passwords are kept confidential and are not disclosed to other personnel enabling log-in under another individual's personal username and password.
- Paper-based records must never be left where unauthorised personnel can read or gain access to them.
- When manual records are no longer required, they should be shredded or bagged and disposed of securely and the hard drives of redundant PCs should be wiped clean.

Off-site use of personal data presents a greater risk of loss, theft or damage and the institutional and personal liability that may accrue from the off-site use of personal data is similarly increased. For these reasons staff and others will:

- Only take personal data off-site when necessary and for the shortest possible time.
- Data will only be accessed when using secure equipment.

Rights of Individuals

Under the Act, an individual has the following right:

- To request access to information held about them, the purpose for which the information is being used and those to whom it is, has or can be disclosed to.
- This request should be made in writing.