



GDPR PRIVACY NOTICE

This statement is intended to explain why Aspire Aesthetics Ltd requires your personal data to be collected and what is done with it.

When you supply your personal details to Aspire Aesthetics the information is stored and processed for four reasons relevant and applicable to General Data Protection Regulation 2018 detailed below:

1. Aspire Aesthetics needs to collect personal information about you and your health in order to provide you with the best possible treatment. Your requesting treatment and our agreement to provide that care constitutes a contract. You can, of course, refuse to provide the information, but in this instance we would not be able to provide treatment.
2. Aspire Aesthetics has a legitimate interest in collecting your personal and medical information because without it we could not perform procedures safely and effectively.
3. Aspire Aesthetics requires to be able to contact you in order to confirm your appointments and/or to update you on matters related to your medical care. This again constitutes a legitimate interest.
4. Provided we have your consent, we may occasionally send you general health information in the form of articles, treatment options, advice or newsletters. You may withdraw this consent at any time – just let us know by any convenient method.

Aspire Aesthetics has a legal obligation to retain your records for 8 years after your most recent appointment, but after this period you can ask us to delete your records if you wish. Otherwise, we will retain your records indefinitely in order that we can provide you with the best possible care should you need to see us at some future date.

Your records are stored on paper, in a locked filing cabinet within the clinic and in future will be held electronically “in the cloud” using a secure specialist client management records service. This provider has given us their assurances that they are fully compliant with the General Data Protection Regulations. The record management software cannot be downloaded without permission, and data is password protected thereafter. Passwords are changed regularly on the clinic computer which is backed up and is locked within the clinic.

Aspire Aesthetics will never share your data with anyone who does not need access without your written consent. Only the following people/agencies will have routine access to your data:

- Linda Strachan, as your practitioner, in order that she can provide you with safe and effective treatments.
- The client management database service who store and process the files (Phorest, who are GDPR compliant).
- The pharmacy where Prescription Only Medication is ordered in your name for your treatment.
- Reception team (not in place yet) where your appointment has been booked via administration support. Please note they **do not** have access to your medical history or sensitive personal information, only your name and contact details and appointment booking details.
- Other administrative support such as accountancy team. This would just be essential contact details and **not medical notes** and only in relation to payments and transactions.

Please feel free to email me directly at linda@aspireaesthetics.co.uk directly if you have any questions.

Please note that although Aspire Aesthetics doesn't directly place any cookies on their website, third parties may use cookies, over which we have no control. You can block cookies by activating the setting on your browser.

Aspire Aesthetics Ltd is registered with the Information Commissioner's Office. You can find out more about your rights under data protection legislation from the Information Commissioner's Office website: www.ico.org.uk.

Linda Strachan
Director