

# **broadst.hair&beauty**

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**BROAD ST HAIR CO LTD**

## **DATA RETENTION POLICY**

This policy sets out what information Broad St Group holds, how long we hold it and when it will be deleted. It also covers;

- ❖ Information held by us
- ❖ How long is personal data held?
- ❖ Where is personal data held?
- ❖ How is personal data deleted?
- ❖ Access to personal information, correction and deletion

### **Information held by us**

We hold personal information about;

- Clients
- Former clients
- Employees
- Job applicants

We also hold information about financial transactions relating to these eg services or treatments provided, products bought and payroll information.

### **How long is personal information held for?**

We aim not to hold personal data for longer than is necessary.

Unless requested by an individual, the following types of data will be held for the periods shown after which it will be securely deleted or destroyed;

Type of information	Retention period
Client general records	12 months from date of last appointment
Client health records	4 years
Financial transactions, invoices and supplier details	6 years
Employee records, Contracts and contract terms, Annual leave, Training records	While employment continues and up to 6 years after employment ends
Payroll, wage and PAYE records, Tax and National Insurance, SSP, Redundancy	6 years from the end of the financial year in which the payments were made
Maternity records	3 years after the end of the tax year in which SMP ends
Job applications (unsuccessful)	4 months after notifying unsuccessful candidates

Emails	1 year from the end of the month they were received or sent unless they apply to another section of data above. Emails to and from ex-employees will be deleted within 2 weeks of them leaving unless they apply to another section of data above.
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### **Where is personal data held?**

Personal data about clients, financial transactions and employee's employment data are held on our secure salon software system which is backed up every day or held in secure electronic files electronically which can only be accessed by the salon manager. Employee personal details are held in secure files electronically which can only be accessed by the administration manager.

Paper records are stored in a locked cabinet or securely archived.

### **How is personal data deleted?**

Personal data is deleted in accordance with the retention periods listed above from;

- iSalon software system
- Electronic files
- Emails
- Paper records, which are shredded

### **Access to personal information, correction and deletion**

See our privacy notice (ask the salon manager).

All requests for access to personal information will be handled by the salon manager.

Responses will be made within 30 days.

All information relating to the individual will be compiled into a report and collected from;

- Salon software system
- Financial transactions
- Emails
- Electronic records
- Paper records (where applicable)