

MAX'S TATTOO STUDIO

Information and Data Protection Policy

Our General Statement

The Data Protection Act 1998 requires every data controller who is processing personal data to notify unless they are exempt. Failure to notify is a criminal offence.

Max's Tattoo Studio is exempt from the legal need to notify; however we still take the storage and use of data a customer has provided seriously.

Max's Tattoo Studio state that:

- ✓ We do not sell, or pass on ANY of our customer's data for ANY reason
- ✓ Customers' data is kept securely within our email and/or diary client on our PC
- ✓ Data on consent forms is kept securely in a locked filing cabinet
- ✓ Consent forms are kept on file for three years

and agree to apply the Eight Data Protection Principles:

- ✓ Personal data should be processed fairly and lawfully
- ✓ Personal data should be obtained only for the purpose specified
- ✓ Data should be adequate, relevant and not excessive for the purposes required
- ✓ Accurate and kept up-to-date
- ✓ Data should not be kept for longer than is necessary for purpose
- ✓ Data processed in accordance with the rights of data subjects under this act
- ✓ Security: appropriate technical and organizational measures should be taken unauthorised or unlawful processing of personal data and against accidental loss or destruction or damage to personal data.
- ✓ Personal data shall not be transferred outside the EEA unless that country or territory ensures an adequate level of data protection.

Our Security Statement

Max's Tattoo Studio has taken measures to guard against unauthorised or unlawful processing of personal data and against accidental loss, destruction or damage.

This includes:

- Adopting an information security policy (this document is our policy)
- Taking steps to control physical security (records are all kept in a locked filing cabinet)
- Putting in place controls on access to information (password protection on our PC and back-up files)
- Training all staff with regard to confidential information
- Fully investigating breaches of security should they occur

This policy will be reviewed every 3 years, or as changes in the UK law dictate.

Date: 01/06/15

Review Date: 06/18