

SHINE

Information audit for HAIRDRESSING

WHAT PERSONAL DATA DO WE HOLD AND WHERE?

| Type of personal data held | Where held eg salon software, paper | What you use the data for | Where you got the data from | Do you have consent? | Who you share it with (if anyone) |
|---|--|---|------------------------------------|----------------------|-----------------------------------|
| CLIENT DATA: Name Contact details (address, phone number, email) Client history eg colour, consultation records Allergy test records for hair colour Notes of physical conditions birthdays hair extension consultation forms | I salon In office in file | Client reminders+ marketing Colour notes Christmas cards To check that they are safe Send happy birthday text /wishes Client consent | The client gave us the information | yes | No one |

| | | | | | |
|--|---|--|--|-----------------------|---|
| <p>EMPLOYEE DATA: Contact details (address, phone number, email) Emergency contacts/next of kin Medical information CVs Job applications Training records Disciplinary records Appraisals / performance reviews</p> <p>New employee info sheet</p> <p>Birthdays</p> | <p>On staffs file in office On I salon system</p> <p>In staff file & emergency contact list in staff room</p> <p>On staff file in office</p> <p>On staffs file in office</p> <p>List in staff room</p> | <p>To contact staff To give info to accountant</p> <p>If staff are sick or have not turned up at work. To use when doing payroll. To help keep an eye on their well being</p> <p>To base their goal and targets To work on in salon improvement</p> <p>To have all contact info bank details to pay them and Ni number for accountant To know when to organize birthday gifts</p> | <p>Employee</p> <p>Employee</p> <p>Manager</p> <p>Employee</p> <p>employee</p> | <p>Yes</p> <p>yes</p> | <p>accountant</p> <p>accountant</p> |
| <p>FINANCIAL DATA: Suppliers Invoices</p> <p>Bank account details</p> <p>Payment history</p> | <p>In file in office In file in office</p> <p>In staffs file and my bank account to enable me to pay them directly New employee info sheets</p> | <p>To pay and input invoices on to xero</p> <p>To pay staff online</p> <p>To give info to accountant</p> | <p>Supplier</p> <p>Employee</p> | <p>yes</p> | <p>Xero.com accounting package. Mike Morris Accountancy</p> <p>Mike Morris Accountancy</p> |

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|--|--|---|--------|-----|--|
| | On staffs file in office or on Leighs laptop and icloud, leighs mac | To keep a record for analysis and revue reasons | | | |
| MARKETING DATA: Mailing lists (email, text, post) Loyalty scheme members Social media | I salon Website I salon Facebook Instagram twitter pinterest | To send client reminders Birthday messages Thank you's Offers Christmas cards Event details | client | yes | |
| OTHER: | | | | | |

Date completed2/5/18.....