

PRIVACY NOTICE

FGH Salon: Is a specialist in hair care and personal grooming. FGH Salon is committed to protecting and respecting your privacy. This policy explains how, when and why we might collect personal information, how we use it and how we keep it secure.

Personal information we collect: We would only collect your personal information when you enter your details on a form on our website, or when you contact us (in writing/by post/or email or by phone). Personal information may be collected during normal business interactions. Information will only be collected in accordance with Articles 6 and 9 of the GDPR (General Data Protection Regulations 2018) These Articles are detailed at the end of this document.

When you complete a 'contact us' form online: When you contact us via our website by completing an enquiry or 'contact us' form, we may need to use your details to deal with your query. The details may include your name, address, landline telephone/mobile telephone number and/or email and IP address. In the case of a company enquiry we may collect your company's name, your position in the company; the company's address, company's email address and telephone number.

How long we keep your personal information: We use your personal information only to send you the information that you have requested from us. Unless you are or become a regular customer your personal details will not be stored on our systems after the conclusion of your enquiry.

Purchase of services: When you purchase a service from us we will use the data supplied to fulfil your requirements. Where this involves the provision of an on-going service (for example retained services) we will hold your details securely for the duration of the agreement. Your personal details will be deleted from our systems after the conclusion of the service.

Storing your bank details: We do not hold any payment details.

Sharing personal information: We do not share your personal or company details with any other party unless requested to do so by you (for example to refer you to further services).

How we keep your personal data secure: We are committed to keeping your personal information secure. Any data that is moving from device to device or network to network such as data stored on a hard drive, laptop, flash drive, or archived/stored in some other way, or in-transit will be secured by encryption or password protected.

How to access your personal information: You have the right to ask for a copy of the information that we hold about you. This request can be made by email, post, or telephone.

Links to third party websites: We do not have links to third party web-sites.

In accordance with GDPR May 2018

How to contact us: If you have any questions about how FGH Salon might use your personal information, please contact us at info@fghsalon.co.uk or by post at 7 High Street, Coltishall, Norwich, Norfolk, NR12 7AA