



Cokely Cosmetic Ltd (Trading Name Cokely Aesthetics) Data Protection & Privacy Policy

Our contact details

Name: Cokely Cosmetic Limited

Address: 123 Dundry Lane, Bristol, BS5 8SW

Phone Number: 07590059220

E-mail: cokelycosmetic@hotmail.com

www.cokelyaesthetics.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Email addresses
- Personal health information
- Personal Medicine use
- Individual Patient Consent Form (containing the above data)
- Before and After Photographs before and after treatment

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Initial Patient Consent Forms
- Further Contact details including Facebook, Instagram, Twitter account details
- On line website enquiry form

We use the information that you have given us in order to

- Record patient contact data for future contact before and after treatment
- Record current medical status
- Record Previous medical treatment
- Ensure that we have up to date contact information
- Ensure that we have up to date medical condition
- Provide before and after photography to prove patient condition before and after treatment as a visual record

We may share this information with:



Cokely Aesthetics Website Treatment gallery page

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Cokely Aesthetics.

(b) We have a legitimate interest. Before and after photographs form part of the advertising of Cokely Aesthetics procedures.

How we store your personal information

Your information is securely stored on a database within a secure electronic platform provided and managed by Sellsio. Hand written patient consent forms are stored in a lockable filing cabinet and the company director has the key and is responsible for the management of this storage.

We keep client consent forms with contact details and personal information for 2 years from the date of their last treatment procedure, if the individual does not return for further treatment or consultation.

We will then dispose your information by shredding the hard copies and disposing via our office recycling contractor. All electronic data will be removed by our data storage contractor Sellsio, under instruction from a Cokely Cosmetic Limited director.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at 123 Dundridge Lane, Bristol, BS5 8SW or by telephone 07590059220, if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Cokely Aesthetics,
123 Dundridge Lane
Bristol,
BS5 8SW

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>