

Data Protection and Privacy Policy

The Data Protection Act 1998

MK TATTOO Limited

The purpose of this privacy notice is to assure you that we recognise and fully respect the privacy and personal data of the visitors to both this website & to the MK TATTOO Limited premises and to explain what personal information we collect and how we ensure it's protection.

MK TATTOO Limited tries to meet the highest standards for the collection and use of personal information and takes the security of it's clients personal information very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice was drafted with brevity and clarity in mind. We are happy to provide any additional information or explanation required and any requests for this should be sent to the Data Protection Controller the address below.

How we use your information

This privacy notice tells you what to expect when MK TATTOO Limited collects personal information. It applies to information we collect about: People who use our services; Visitors to our website; Applicants for (self employed) operators, apprentices, contractors; current and former operators, apprentices, contractors; Suppliers; Enquiries or complaints

Search engine

Search queries and results are logged anonymously to help improve our website and search functionality. No user-specific data is collected by either MK TATTOO Limited or any third party.

Visitors to our website(s)

When someone visits the MK TATTOO Limited website we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. We collect this information in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website. We will not associate any data gathered from this site with any personally identifying information from any source.

If we do want to collect personally identifiable information through our website at any time, we will be up front about this. We will make it clear if and when we collect personal information and will explain what we intend to do with it.

Security and performance

We use a third party service to help maintain the security and performance of the website, to deliver this service it processes the IP addresses of visitors to the MK TATTOO Limited website.

Links to other websites

This privacy notice does not cover any links that maybe within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

People who email us

Any email sent to us, including any attachments, may be monitored and used by us for reasons of security and for monitoring compliance with MK TATTOO Limited policy.

Email monitoring or blocking software may also be used.

Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law.

The Data Protection Act 1998

Regulates the processing of personal data.

Personal data is defined as any information relating to a living individual from which he or she can be identified such as a person's name, address, date of birth etc. The personal data that we collect consists of client's names, addresses and contact details and any other information including the necessary financial information required to provide the facilities that may be required.

People who use MK TATTOO Limited services

MK TATTOO Limited offers various services to the public.

We have to collect and hold the personal details of the people who have requested the services in order to provide those services. The personal data that we collect consists of client's names, addresses, contact details, financial information and any other information necessary for us to provide the requested services and for other closely related purposes [TATTOO TRAINING BODY PIERCING TRAINING MICROPIGMENTATION TRAINING LASER TREATMENT TRAINING etc.]

Some of the personal details include the necessary personal medical data we deem to be of a 'sensitive nature'. Such personal medical data is used ONLY for the purposes of ensuring that the services requested by the client to be performed on them [TATTOOING BODY PIERCING MICROPIGMENTATION LASER TREATMENT] by MK TATTOO Limited operators is a safe option for them and that any risk to them (and MK TATTOO Limited operators) is minimised as far as practically possible by the assessment of their medical history.

Data processing

Personal information is held on our database, in back-up form and in archive form. Hard copies of information on our database are occasionally made where necessary and photocopies may occasionally be made of manual records.

Personal medical data is information deemed to be of a sensitive nature and is securely stored under lock and key with access restricted to authorised personnel only and the data is held for a period of at least one year before manual records (client consent forms) are securely destroyed.

Secure destruction of manual records: DIN level 3 shredding with Certificate of Destruction.

Access to our database is restricted through the use of passwords. Records may be retrieved, consulted, adapted, modified, copied or deleted from time to time.

We will endeavour to take all reasonable steps to keep all data accurate and up to date, but we rely upon being informed of any material changes.

Data is never shared with or passed on to any third parties or professional advisers except where it is necessary to do so for the purpose of the provision of services as required & when requested to do so and for the good administration of the company.

We may compile and publish statistics from time to time but not in a form which identifies anyone. From time to time we might use information about people to carry out a survey to find out if they are happy with the level of service they received.

MK TATTOO Limited may use your (non sensitive/medical) information for the purposes of marketing, advertising and public relations and only for as long as necessary for those purposes. You will be asked if you wish to take part before we use your information for any such purposes and given the option not to take part.

Job applicants, current and former MK TATTOO Limited (self employed) operators, apprentices, contractors

When individuals apply to work at MK TATTOO Limited we will only use the information they supply to us to process their application and to comply with current applicable legislation.

Where we want to disclose information to a third party, take up a reference or obtain a 'disclosure' from the Criminal Records Bureau for example, we will not do so without informing them beforehand unless the disclosure is required by law.

Personal information about unsuccessful candidates will be held for one month after which it will then be securely destroyed or deleted.

Once a person has taken up a (self employed/contractual) position with MK TATTOO Limited we will compile a file relating to that position. The information contained will be kept secure and will only be used for purposes directly relevant to that person's position re; appropriate training, certification accreditation and registration etc. Once their self employment/contractual position with MK TATTOO Limited has ended we will retain the file in accordance with any legal retention requirements and then securely delete it.

Complaints and enquiries

If we receive a complaint we make up a file containing the details of the complaint, the identity of the complainant and any other individuals involved in the complaint.

We will only use the personal information we collect to process the complaint and to check on the level of service we provide. We have to disclose the complainant's identity to whoever the complaint is about. This is inevitable where, for example, the accuracy of a person's record of events is in dispute. If a complainant doesn't want information identifying him or her to be disclosed, we will try to respect that. However, it may not be possible to handle a complaint on an anonymous basis. We do not publicly identify the details of any complaints unless the details have already been made public. All personal information relating to a complaint contained in complaint files will be retained for a period of ONE year from closure before being securely deleted or destroyed. It will be retained in a secure environment and access to it will be restricted according to the 'need to know' principle.

Access to personal information

We try to be as open as it can be in terms of giving people access to their personal information.

The Data Protection Act 1998 gives us all certain rights as individuals, including the right to see information that is held about us and to have it corrected if it's wrong.

Individuals can find out the personal information we hold by making a 'Subject Access Request'

On payment of a statutory fee of £10 (ten pounds) you have the right to be informed of the information that we hold on you within 40 days.

(Personal medical information we hold about you is covered by an exception to a subject access request and the standard fee for this information is £50)

We will give you a description of the information about you, tell you why we are holding it, tell you how long we are holding it, tell you who it could be disclosed to and let you have a copy of the information in an intelligible form.

To make a Subject Access Request request for any personal information we hold you need to put the request in writing along with the statutory fee to our Data Protection Controller at the address provided below.

We are entitled to ask for any information we require to find the information and to check your identity to ensure you are entitled to the information and there are some circumstances when we need not supply personal information.

If you wish and we agree, (at the Data Protection Controllers discretion and dependant on the information requested) we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If any information we hold about you is incorrect, or if you wish information to be removed from our database you can ask us to correct any mistakes or remove the information about you held on our database by contacting the Data Protection Controller, however, information held for legal retention or public health protection purposes cannot be removed.

Disclosure of personal information

We will maintain confidentiality in any information we hold.

Your information will never be sold on or disclosed to anyone for any marketing purposes.

Aside from the categories already mentioned information will not be disclosed to anyone else except where we are legally compelled to do so by court order, to prevent and detect crime, where disclosure is necessary to protect the company, it's officers, staff, agents or partners it may appoint, engage or employ at any time or where the disclosure is made with written consent & at your request or where there is a duty to the public to disclose in accordance with the Public Health (Control of Disease) Act 1984 and the Health Protection Regulations 2010

Changes to this privacy notice

We keep our privacy notice under regular review in response to updated data protection regulations & requirements as advised by the ICO and updates will be notified on this page .

This privacy notice was last updated on 1st February 2015

Consent

By using this website you consent to the collection and use of your personal information in the manner set out above.

The Information Commissioners Office code of practice under the Data Protection Act 1998 covering the use of CCTV. The code was developed to explain the legal requirements and best practice operators of CCTV systems are required to meet under the Act

CCTV System operators should adopt the following guiding principles

Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified need.

We use CCTV surveillance the protection and safety of our personnel, contractors, clients, those accompanying clients and visitors to our premises and for crime prevention/detection purposes.

The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

No private treatment areas and no area within the premises where privacy would be expected or assumed are monitored at any time.

We review our CCTV system and recording of images on a regular basis to ensure that our system is up to date and fit for purpose – for the safety and security of our personnel, contractors and our clients, those accompanying our clients and visitors to our premises and for crime prevention and detection purposes. We ensure that any new or upgraded system hardware or software has no overtly intrusive features and if so, such features can be limited to the functions required for our stated applications or manually disabled if/when not required.

There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.

There are several large full colour signs on the premises clearly stating that a CCTV system is in operation, it's primary function and objectives and who's responsible for the system's operation. In the first instance, requests for information or any complaint should be made to our reception personnel who will be able to quickly pass the matter to the duly authorised personnel and/or the Data Protection Controller

Clear rules, policies and procedures must be in place and these must be communicated to all who need to comply with them.

Our personnel are familiar with our CCTV systems use and our stipulated limits of it's operational function.

There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.

The responsibility and accountability for all our CCTV system activities is at company director level and with the Data Protection Controller.

No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.

Recorded images are securely stored by the CCTV system for a period of 24 hours, after which they are automatically overwritten and deleted.

No audio recordings made.

Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.

Access to recorded CCTV images is restricted to the authorised person (company director) only and the disclosure of images and information when necessary by the Data Protection Controller

In the event of an incident including (but not limited to):

An altercation with or assault to our personnel, contractors or our clients, those accompanying our clients or visitors to our premises by any person in any capacity. Acts of theft or the discovery of theft from our premises, personnel, contractors, clients, those accompanying our clients or visitors to our premises by any person in any capacity.

Acts of malicious or wilful damage/vandalism to our property or any item belonging to us or to our personnel, contractors or our clients, those accompanying our clients or visitors to our premises by any person in any capacity. Accidental damage to our property or any item belonging to us or to our personnel, contractors or our clients, those accompanying our clients or visitors to our premises by any person in any capacity. Accidents occasioning personal injury to our personnel, contractors or our clients, those accompanying our clients or visitors to our premises. In the event of such incidents, the relevant images are reviewed and passed on to the police and/or our insurance provider (who become the Data Protection Controller in that event)

Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.

Access to CCTV images and the CCTV system itself are password protected.

No recorded CCTV images are ever used for marketing purposes.

No recorded CCTV images are ever passed to third parties except for law enforcement and insurance purposes in the event of (but not limited to) an incident or accident as stated above.

Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.

We do not monitor any live CCTV images on or from our premises, but we strive to meet and maintain any new legal requirements for operators of CCTV equipment under the Data Protection Act.

There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice

We regularly review our CCTV use procedures to ensure legal requirements and standards are achieved and are effective in use and our privacy policy for our use of CCTV is regularly reviewed and updates and amendments are published on the website

How to contact us regarding our data protection and privacy policy

**Write to: The Data Protection Controller MK TATTOO Limited 56 Church Street Milton Keynes
Buckinghamshire MK12 5JW**

MK Tattoo Limited Registered in England & Wales 58A High Street Stony Stratford Milton Keynes Buckinghamshire MK11 1AQ
Company Number 09410900 Director P Haughton