

Privacy Policy

Slayers Ink Ltd | 9b King Street, Lancaster, LA1 1JN

Version 1 (Drafted: 21/07/2026 | Approval: 21/07/2026 | Last Review Date: 21/07/2026 | Next Review Date: 21/07/2027)

Policy Statement

At Slayers Ink Ltd, we are committed to protecting the privacy and personal information of our clients, employees and visitors. We collect and process personal data fairly, lawfully and transparently in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation.

This policy explains how personal information is collected, used, stored and protected within our tattoo and piercing studio.

1. Responsibilities

- **Members:**
 - Ensure compliance with UK data protection legislation.
 - Ensure personal information is collected and processed lawfully.
 - Maintain appropriate security measures to protect personal data.
 - Respond to requests relating to personal data within the required timescales.
 - Ensure staff understand their responsibilities regarding confidentiality and data protection.
- **Non Members - Tattoo Artists, Piercers, Reception Team:**
 - Handle all personal information confidentially.
 - Only access personal information required to carry out their duties.
 - Ensure client records are stored securely.
 - Report any suspected data breaches immediately to a Member.
 - Follow this Privacy Policy and any related procedures.

2. Information We Collect

We may collect and process the following information:

- Name.
- Date of birth.
- Address (where required).
- Telephone number.
- Email address.
- Emergency contact details.
- Medical information relevant to tattooing or piercing procedures.
- Consent forms.
- Appointment history.
- Payment information (excluding full card details).
- Photographs of completed work, where consent has been given.

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We only collect information that is necessary to provide our services safely and effectively.

3. How We Use Your Information

Personal information may be used to:

- Verify your identity and age.
- Book and manage appointments.
- Complete legally required consent forms.
- Assess suitability for tattooing or piercing.
- Contact you regarding appointments or aftercare.
- Maintain treatment records.
- Meet legal and regulatory obligations.
- Improve our services.
- Respond to enquiries or complaints.

Where photographs are used for marketing purposes, separate consent will always be obtained.

4. Lawful Basis for Processing

We process personal information under one or more of the following lawful bases:

- Performance of a contract.
- Compliance with legal obligations.
- Legitimate business interests.
- Explicit consent where required, particularly for health information and marketing images.

Health information is treated as Special Category Data and is processed only where legally permitted and necessary for the provision of our services.

5. Storage and Security

Slayers Ink Ltd takes appropriate technical and organisational measures to protect personal information.

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These measures include:

- Secure storage of paper records.
- Password-protected electronic systems.
- Restricted access to client information.
- Secure disposal of confidential records when no longer required.

Only authorised individuals have access to personal information.

6. Data Retention

Client records, including consent forms, will be retained for as long as required by applicable legislation, insurance requirements and local authority licensing conditions.

When records are no longer required, they will be securely destroyed or permanently deleted.

7. Sharing Information

We do not sell or share personal information with third parties for marketing purposes.

Information may only be shared where:

- Required by law.
- Requested by regulatory authorities.
- Necessary to protect life or prevent serious harm.
- Required for insurance or legal proceedings.

Any third parties processing information on our behalf are required to comply with UK data protection legislation.

8. Your Rights

Under UK GDPR, individuals have the right to:

- Access their personal information.

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- Request correction of inaccurate information.
- Request erasure where applicable.
- Request restriction of processing.
- Object to certain processing activities.
- Withdraw consent where processing is based on consent.
- Lodge a complaint with the Information Commissioner's Office (ICO).

Requests should be submitted in writing to:

Email: contactslayersink@gmail.com

9. Data Breaches

- Any actual or suspected personal data breach must be reported immediately to a Member.
 - Data breaches will be investigated promptly and, where required, reported to the Information Commissioner's Office in accordance with UK GDPR requirements.
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10. Policy Review

This policy will be reviewed at least annually or sooner if:

- Data protection legislation changes.
 - Working practices change.
 - New systems or technologies are introduced.
 - Improvements are identified following a data protection incident.
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This Policy has been approved by members

Signed:

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Heather Kate Cross

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Rhia Mawby

Date: 21st July 2026