

## **Aqua Springs**

### **Information collected**

- Name
- Address
- DOB
- Gender
- Contact details
- Medical information

### **Agencies we might share your information with**

- Police
- Other emergency services
- Colchester Borough Council Community Safety Team (Section 9 of the Domestic Violence, Crime & Victims Act 2004)

### **Purpose for processing**

Colchester Leisure World requires the above information in order to provide a service to you. We only request the minimum amount of information and ensure that it is stored securely in iSalon, our preferred software for salons.

### **Length of time we keep your information**

Your information will be kept on file for 3 years from your last visit to Beauty Therapy in Aqua Springs. However, you do have the right to contact us and ask for your information to be removed prior to that where there is no obligation or statutory requirement for it to be kept. You can exercise this right by contacting [contact.leisureworld@colchester.gov.uk](mailto:contact.leisureworld@colchester.gov.uk) and giving your first name, surname and postcode.

### **Updates to this privacy notice**

We will continually review and update this privacy notice to reflect changes in our processes and procedures, as well as to comply with changes in the law. When such changes occur, we will revise the "last updated" date at the bottom of this notice. We encourage you to periodically review this notice and to be informed of how Colchester Borough Council is protecting your information.

The privacy notice was last updated on 24/04/18.