

# PRIVACY POLICY

Jayteehair

## **1. We respect your privacy**

- 1.1. Jayteehair respects your right to privacy and is committed to safeguarding the privacy of our clients and website visitors.
- 1.2. "Personal information" is information we hold which is identifiable as being about you

## **2. Collection of personal information**

- 2.1. Jayteehair will receive and store personal information you enter onto our website, provided to us directly or given to us in other forms.
- 2.2. You may provide basic information such as your name, phone number, address and email address to enable us to send information or facilitate appointment booking.
- 2.3. Additionally, we may also collect any other information you provide while interacting with us.

## **3. How we collect your personal information**

- 3.1. Jayteehair collects personal information from you in a variety of ways, including when you interact with us electronically or in person, when you access our website and when we provide our services to you.

## **4. Use of your personal information**

- 4.1. Jayteehair may use personal information collected from you to provide you with information and our services. We may use your personal information to improve our services and better understand your needs.
- 4.2. Jayteehair may contact you by a variety of measures including, but not limited to email, telephone or sms.

## **5. Disclosure of your personal information**

- 5.1. We may disclose your personal information as reasonably necessary to third parties including, but not limited to any of our employees, professional advisers, subcontractors or vendors. Personal information is only supplied to a third party when it is required for the delivery of our services.
- 5.2. We may from time to time need to disclose personal information to comply with a legal requirement, such as a law, regulation, court order, subpoena, warrant, in the course of a legal proceeding or in response to a law enforcement agency request.
- 5.3. We may also use your personal information to protect the copyright, trademarks, legal rights, property or safety of jayteehair, [www.jayteehair.com](http://www.jayteehair.com), its clients or third parties.

- 5.4. By providing us with personal information, you consent to the terms of this Privacy Policy and the types of disclosure covered by this Policy. Where we disclose your personal information to third parties, we will request that the third party follow this Policy regarding handling your personal information.

## **6. Security of your personal information**

- 6.1. Jayteehair is committed to ensuring that the information you provide to us is secure.
- 6.2. The transmission and exchange of information is carried out at your own risk. We cannot guarantee the security of any information that you transmit to us, or receive from us. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure you that personal information that we collect will not be disclosed in a manner that is inconsistent with this Privacy Policy.

## **7. Changes to Privacy Policy**

- 7.1. Please be aware that we may change this Privacy Policy in the future. We may modify this Policy at any time, at our sole discretion and all modifications will be effective immediately upon our posting of the modifications on our website.

## **8. Website**

- 8.1. Our website ([www.jayteehair.com](http://www.jayteehair.com)) uses Google Analytics to analyse website traffic and to help us understand how people use our site, such that we can provide a better website visitor experience.
- 8.2. *Third party sites*  
Our site may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only. Please be aware that jayteehair is not responsible for the privacy practises of other such websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each and every website that collects personal identifiable information.

## **Approved by**

Full Name: Jennifer Trinh

Date: 1st July 2020