

WEDDING HAIR & MAKE-UP BY NATASHA WIGGINS and team Ltd

Name:	Date of Wedding
Address:	Venue Address:
Email Address:	
Mobile Telephone:	Time of Wedding:
<u>Bridal Trial Details</u> Date of Trial: Location of Bridal Trial: Number of people requiring Make-up: Number of people requiring Hair: Total amount of Clients for the Trial: <u>Wedding Day Details</u> Number of people requiring Make-up: Number of people requiring Hair:	

About you

Skin type (Dry, Sensitive, Oily, Combination)

Hair type (Thick hair, Fine hair)

Ethnic origin/Skin tone:

Make up usage (Wear a lot, Small amount worn)

We ask these questions so we can get the right artist for you and if we have booked you in with the wrong artist, we can change it

Suppliers

Photographer

Wedding planner

Florist

Cake maker

**WEDDING HAIR & MAKE-UP
BY NATASHA WIGGINS**

Booking Terms & Conditions

This is a legal contract so please read carefully

Making a Booking:

A deposit of £50 is required to reserve your wedding day date. Only when this payment is received in full, will your wedding day date be reserved.

All deposits are non-refundable in the event of cancellation.

The Bridal Trial date and time must be confirmed back to us in writing (email) to book your trial and payment for the trial should be paid in full to the artist at the trial. You can make this payment by cash or cheque.

If one artist is not enough for your wedding day due to timing, then then a second artist will be charged at £100

How to Pay:

Payments can be made by cash, cheque, or bank transfer or card

The final payment for your wedding day will be required 7 days before the actual wedding day, unless otherwise agreed.

Parking and congestion charges are to be covered by the client (the bride). You will be charged 45p per mile if you are further than 22 miles from the artist address

Cancellation:

You have one week after the trial to cancel your booking with us if you are not happy with us after this you may be charged.

In the event of cancellation, you will be charged 50% of the total wedding hair/makeup fees if the booking is cancelled within 8 weeks of the wedding day, or full payment if cancelled after the invoice has been sent which is normally 4 weeks before. this is to cover against any loss of earnings for that day.

Postpone:

If you decide to postpone your wedding to a future date, NWMake-up team ltd will endeavour to transfer the booking across to the new date, subject to availability. Should we already have an existing secured booking on such date, no refunds or compensation shall be offered.

If a postponement is mutually agreed, a 50% balance is due on the final balance of the booking

I have read and agree to the Terms and Conditions outlined above:

Signed:

Date:

**Thank you for booking your wedding day
hair and make-up with us.**

www.nwmake-up.co.uk

Introduction

NW Makeup and Team Ltd is the registered company name for Natasha Wiggins Wedding Hair and Makeup. NW Makeup and Team Ltd (We) will always be up front about what we do with your data – we are committed to treating it with respect and keeping it safe. This privacy statement explains how we do this and how you can make sure we do.

NW Makeup and Team Ltd is the sole 'Data Controller' of your information. This means that we determine the purpose and way your information is used. We will never sell your personal information or share it with another organisation for their own purposes.

You may contact us by emailing natasha@nwmake-up.co.uk or calling 07841511409

Information I Collect

We collect information when you give it to us by:

- ✓ Email (directly or via my website or Facebook page),
- ✓ Social Media (eg Facebook, Twitter, Instagram) personal message
- ✓ Reply to a post on social media (eg Facebook, Twitter, Instagram)
- ✓ Telephone call
- ✓ Face to face
- ✓ Booking forms

We only ever collect and hold information about you that is relevant to your relationship with us. This includes:

- ✓ Contact details (name, email address, phone number, street address, FB/Messenger contact)
- ✓ Record of correspondence and the services you are interested in
- ✓ Record of your booking, location and services provided
- ✓ Billing and payment information (incl bank details when you have given them to me)

How I Use the Information

We use your personal information to provide the hair and makeup services you have requested or have expressed an interest in and will keep a record of them for a year. We will do this on the basis of legitimate Interest.

Processing will include:

- ✓ Arranging trial sessions and provision of the service on your chosen day
- ✓ Arranging your hair and/or makeup artist
- ✓ Taking payment for the above

Direct Marketing

With your permission, we will send you emails containing our news and offers roughly once a month. We will only send them to you if you have asked us to do so.

We also use social media to promote Natasha Wiggins Hair and Makeup. Individuals are free to engage with our social media posts or can choose not to see them.

Sharing and Disclosure

We rely on the use of services from third parties to provide our work.

We use freelance hair and makeup artists to provide your chosen package. We take great care to choose these consultants, part of which is to ensure they respect your details and keep them safe in the way we expect them to.

We also use the services trusted of companies to run our business and process your data. Wherever possible we aim to use services that keep your details within the EEA:

- To host, process and store emails, documents, communications, diaries;
- To host and manage our website;
- To provide email marketing;
- To provide content on Social media ie Facebook, Twitter, Instagram – pages and messenger
- To manage our accounts, receipts and payments.

If required to by law we may need to disclose your details – to the police, regulatory bodies, or legal advisors. We will only do this in response to a valid request in compliance with UK law.

How We Keep Your Data Safe

We ensure that there are reasonable and appropriate technical controls in place to protect your personal details.

We use secure Wi-Fi and trusted software to hold and process your data. We store all files and data protected by password and authentication where available. We ensure our mobile devices are encrypted, and password protected.

Your Rights

You may ask us at any time to correct data you think we may have inaccurate;
You may ask us to limit what we do with your data or to delete it altogether.
You may request a copy of the data we hold about you.

To do this email natasha@nwmake-up.co.uk or call 07841511409

If you have a concern about our use of your personal data, please let us know and we will try to address the problem where we are free to do so.

You can also contact the Information Commissioners Office here: www.ICO.org

