

## Withdrawal of Consent Procedure C&E

### Secret Oasis Spa Withdrawing Consent



The main method for the withdrawal of consent for Secret Oasis Spa will be:

1. By clicking either the 'Opt Out' link or the 'Unsubscribe' link in any electronic / digital email, e-newsletter or e-shot correspondence received by a contact, client or supplier.

The contacts details will then be removed from the email distribution system, Secret Oasis Spa and affiliated third party databases and, if relevant, from the Treatwell Booking System client profiles. Where automatic notification of removal through the email distribution system is not provided, email confirmation will be provided from Secret Oasis Spa within 72 hours.

Withdrawal may also be given through any of the following methods:

1. Via email to the proprietor – [info@secretoasisspa.co.uk](mailto:info@secretoasisspa.co.uk)
2. Via email to the DPO Officer – [eamonn.cole@outlook.com](mailto:eamonn.cole@outlook.com)
3. Via letter to the Proprietor of Secret Oasis Spa at the business address.

The request should contain the following:

1. Name and address identifying the person for whom the consent is being withdrawn
2. Area from where the consent is being withdrawn i.e. Secret Oasis Spa.

The Proprietor will then validate the data subject and approve the withdrawal of the consent. They company Secretary will instruct the relevant department in writing to identify the subject in the system for processing and to mark the data that the consent has been withdrawn ensure that no further contact is made with the individual who has withdrawn consent.

The relevant department/s will confirm back to the Proprietor that the data processing for the data subject has been stopped in writing.

The withdrawal request is logged and subject is notified of consent withdrawal and processing stopped.