

Data Protection/Privacy Policy

Who am I?

Adrienne Jones

I am a Celebrant and I create ceremonies in accordance with your wishes.

Data Processing Summary Statement

What information do I collect from you?

Name and surname

Postal Address

Phone

Email(s)

(Relationship to the deceased)

Why do I need this data?

The personal data I collect from you will be used for the following purposes:

To reply to enquiries about my services.

To visit you if you instruct me to your home address or mutually convenient place in order to plan the ceremony content.

To contact you by phone, email and paper communications to be able to make all the necessary arrangements on your behalf for the professional fulfilment of the ceremony as instructed by you. (And the Funeral Director, if applicable).

To keep details of ceremonies on file so I have a record for future reference; e.g. if you get in touch in the future and ask for a similar ceremony.

Who might I share your information with?

I will not pass your personal data on to any third parties without first obtaining your written consent.

How long do I keep your information?

I will process personal data for up to six weeks after the ceremony and will securely store the personal data indefinitely so I have a record of the ceremony for the purposes stated above.

Your rights

At any point whilst I hold your data you have the following rights:

Right of access – you have the right to request a copy of the information I hold about you.

Right of correction – you have the right to correct data that I hold about you that is inaccurate or incomplete.

Right to be moved – you have the right to have the data I hold moved to another organisation.

Right to prevent direct marketing – I cannot contact you in the future unless I have your permission to do so.

Right to prevent automatic decision-making and profiling - I do not carry out automated processing or profiling.

Right to be forgotten – you can ask for your personal data to be erased from my records (I can decline if records are needed for legal obligations).