

Janine Hailey – Independent Celebrant

Data Protection and Privacy Statement

As an Independent Celebrant, I am committed to protecting and respecting your privacy. In accordance with the General Data Protection Regulations (GDPR), from 25th May 2018, businesses, regardless of size, are required to obtain explicit consent to process, keep, protect and handle all information relating to their clients.

This is a summary of how I use, and hold Your Data, in line with GDPR Compliance.

Website Enquiries

In order to respond to enquiries from this website we ask only for your name and your email address, which allows me to respond personally to your specific message and enquiry.

This information is kept solely for the purpose of answering your original question and enquiry, and once the enquiry has been dealt with, your personal data (Name and email) are deleted permanently.

If for some reason we are unable to contact you, or we gain no response, the information is deleted within 6 months of your original enquiry.

Consent

By completing the “Contact Us” form on this website, we use this as your consent to reply using the details that you provide us.

Once your enquiry has been dealt with, we assume no further consent to use your personal data, and your data will be deleted permanently as noted above.

Enquiries that become a Confirmed Booking

The personal information that you provide is held on my computer and on One Drive Storage until the end of the year of your particular ceremony or service. For example if you were to book me for a ceremony or service for next year - 2019, I will hold your data until the end of your ceremony year, at which time it will be deleted from my computer and my cloud storage.

An electronic copy of all client details together with the booking form will be stored for HMRC purposes only. Any printed information is shredded and disposed of once scanned and stored electronically as above.

The only computer records I will keep beyond the end of the year is a copy of ceremony script that I have produced.

I do not pass your details on to any third parties without your express permission.

By agreeing for me to prepare and conduct your service or ceremony, you are agreeing to my storage methods.

If you don't want your details stored electronically by me please advise me at the time of booking.

Additional Information

Data Access

Under the General Data Protection Regulations, you have the right to access any data held about you by the Organisation. If you would like to access this information for it be checked and amended at any time, please complete the Contact Us form and your enquiry will be dealt with as soon as practically possible.

Your Right to be forgotten.

Under the provisions of the General Data Protection Regulations, you have the right to all data held relating to yourself to be completely and permanently deleted.

Please use the contact us form stating your request, and your data will be deleted as soon as practically possible; a confirmation email will be sent and then deleted once done so with immediate effect.

Please note I will be deleting your data from my storage facilities as noted above, however I cannot be held responsible for their storage retention methods.

Complaints Procedure

Any complaints about the Management of your data should be addressed in the first instance to Janine Hailey as the registered Data Controller using the contact us form.

In the unlikely event that your complaint cannot be dealt with successfully, your complaint should be escalated to the Office of the information Commissioner at ICO.org.uk.